

Budget Planner upgrade version 1.35

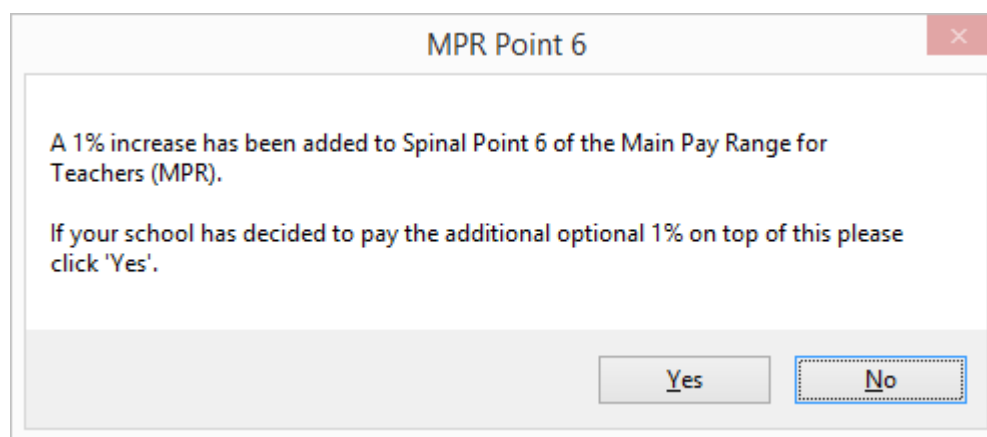
We have made changes to the Budget Planner Software to include the changes to the Teachers Pay and Conditions Document, which was finalised in September.

The changes we have implemented reflect those prescribed in the Norfolk Advisory Pay Scales which has been designed to assist schools in the management of their pay policy.

The budget software has uplifted all ranges in the Teachers Pay ranges by the 1%, the software gives school an option to apply the 2% to the top of Main pay range when accessing the budget planner for the first time.

It is important schools are clear on the pay policy which has been adopted before upgrading the budget software to ensure the correct option is selected. If a school selects the incorrect range the school will need to revert to a backup saved within the budget folder.

The message below is what will be seen by users once they have run the upgrade:



Schools need to be aware the minimum uplift of 1% has been applied across the Teachers Pay ranges including the top of the Leadership Groups.

This ensures for prudence purposes that all salary ranges have the minimum uplift possible, for those schools where their Leadership range meets the top of the Group range and therefore should not have the 1% applied, as per the Teachers Pay and Conditions need to make the necessary adjustment in the “Other Payments” field.

We are clear the uplift applied to Teachers is linked to Teachers Performance Management, schools will need to monitor carefully those staff where they may not have received the desired percentage increase. Adjustments can be made within the budget software but this will impact on monitoring across the financial year as opposed to the academic year. Finance Support Officers will be able to give guidance on how to reflect these changes most accurately.

It is worth knowing those schools which offer anything other than that stipulated in the Norfolk Advisory Pay Scales will be moving themselves onto their own pay policy.

Please speak to your Finance Support Officer in the first instance if you have any queries regarding the budget software.