

Pay and Policy Compliance

March 2026 Noticeboard

Welcome to the March 2026 edition of our Pay and Policy Compliance update. Here we will share some useful information and reminders to help you stay informed and compliant with BCC terms and conditions of employment.

This edition covers the following key topics:

- BCC Pay Policy update
- Continuous Service Dates
- Contract end dates for Teachers in April 2026
- Contract end dates for Term time only Support staff
- April milestones: Support staff pay progression/ Annual Leave and TTO calculations
- 6 month increments for newly appointed support staff
- Support staff pay on appointment
- Assurance checks – data requirements
- Assurance Data returns - March 2026

BCC Pay Policy 2025 - update

The 2025 Birmingham City Council Pay Policy is still under review.

We again apologise for this delay and hope that this will be concluded in the near future. We will share the final version of the 2025 document once it has been ratified. As advised previously the document will be uploaded to the Working for Schools webpage, and Head Teachers will be notified of this action directly via email.

Continuous Service Dates

As previously highlighted, each employee's continuous service data has been provided to all schools as part of the offboarding process. When submitting your assurance returns, please ensure this information is accurately captured.

Further guidance on continuous service can be found on the working in schools webpage: [Continuity of Service | Birmingham City Council](#).

Contract end dates for Teachers in April 2026

Please be reminded that Teachers leaving or retiring in the Spring term who are **not** moving on to another teaching post are entitled to be paid up to **30th April**, without being required to physically return after the Easter break, in line with the School Teachers' Pay and Conditions Document (STPCD).

Please ensure your payroll provider is instructed accordingly.

Contract end dates for Term time only Support staff in April 2026

Please be reminded that support staff in term time only arrangements resigning or retiring in the Spring term must be paid up until the end of the Easter holiday period (12th April 2026) . This ensures all annual leave entitlements are included in their final salary, in accordance with support staff terms and conditions .Please ensure your payroll provider is instructed accordingly.

April Milestones

Support staff Pay Progression

As a reminder, since BCC decoupled pay progression from appraisal on 1st April 2021, Support staff annual increments shall be automatically granted on 1 April each year until the maximum of the grade is reached. This is subject to having completed six months' satisfactory performance in post (whether that post has been attained by appointment, promotion, secondment, acting up or regrading), having commenced prior to 1 October in the preceding year. Please refer to the guidance on the working for schools webpage. [Support staff incremental pay | Birmingham City Council](#)

Please liaise with your provider to ensure these incremental rises are actioned as appropriate in time for April pay.

Annual Leave and TTO calculations

As another reminder with April approaching, this is the key point in the year to review annual leave and TTO calculations for support staff. Schools should ensure that all relevant annual leave milestones are identified, reviewed and actioned appropriately with any changes taking effect from 1 April.

Please liaise with your HR/Payroll provider to ensure that any changes are processed in a timely manner so as not to disadvantage employee entitlements to pay and also adhere to established term and conditions for Support Staff.

Reminder: Entitlements and TTO paid weeks per year:

Annual leave entitlement

30 DAYS ANNUAL LEAVE (Less than 5 years' service)	33 DAYS ANNUAL LEAVE (5- 10 years' service)	35 DAYS ANNUAL LEAVE (more than 10 years' service)
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Term time only calculations

WEEKS WORKED PER YEAR	TTO WEEKS PER YEAR TO BE PAID		
	30 DAYS ANNUAL LEAVE (Less than 5 years' service)	33 DAYS ANNUAL LEAVE (5- 10 years' service)	35 DAYS ANNUAL LEAVE (more than 10 years' service)
39	45.79	46.42	46.85

When an employee reaches the required service threshold for increased annual leave entitlement i.e 0-5 years, 5-10 years and 10+ years, their TTO pay calculation will also increase. The adjustment will take effect from the following year on 1st April.

Please see examples below:

An employee started employment on 31 May 2020 - They will be entitled to move to the 5-10 years calculation on 1 April 2026

An employee started employment on 1 December 2020- They will be entitled to move to the 5-10 years calculation on 1 April 2026

Further guidance on TTO calculations can be found on the working in schools webpage: [Term time only calculation | Birmingham City Council](#)

6 month increments for newly appointed Support staff

As a reminder, please see below rules as regards Support staff increments:-

Employees appointed, promoted, seconded or Acting Up between 1 April and 30 September of a given year will be awarded an increment on 1 April in the year following.

As an example – an employee commences employment on 5th June 2025, therefore will receive an increment on 1st April 2026, and subsequent increments on 1st April thereafter.

Employees appointed, promoted or re-graded between 1 October and 31 March of a given year will be awarded an increment once six months' satisfactory service has been completed and increments will revert to 1 April thereafter.

As an example – an employee commences employment on 5th November 2025, therefore should receive an increment on 5th May 2026, and subsequent increments on 1st April thereafter.

Support staff pay on appointment

External candidates must be appointed at the bottom of the relevant salary scale for the role. If an external candidate's current salary is higher than the bottom of the scale, a **salary match** within the grade may be considered, provided it falls within the pay range for the post and takes into account their overall current compensation package compared with the package offered by the school/local authority.

Employees moving internally to a role at the same grade should be appointed at their existing grade and spinal column point.

Accelerated increments on appointment are **not** permissible.

As an example - If Employee A resigns from a Birmingham school on 31st August 2026 on Grade 3 Spinal Point 12 to commence employment on the same graded job role at another Birmingham school on 1st September 2026, they are required to commence on the same spinal point until either the 6 month increment is applied (as stated in above guidance) or they receive the standard 1st April incremental increase.

Please ensure this policy is fully adhered to, as any deviation from this policy may expose the school to significant risk, including potential equal pay challenges for both the school and Birmingham City Council.

Assurance checks – data requirements

As a reminder regarding the specific data reports required by Pay Compliance, please refer to the email issued by Cassie Hollywood to all offboarded schools on 10th September 2025. All data tabs listed below are mandatory to enable the completion of assurance checks for the school. Without the full set of required data, Pay Compliance will be unable to confirm the school as compliant.

- Name & NI number
- Start date / continuous service date
- Leave date & reason for leaving
- Job/position title
- Grade
- Spinal point
- Salary (FTE and pro rata)
- Hours
- AYR/TTO weeks
- Allowances:-
- Head teacher/ leadership ISR range

Teacher allowances (e.g. Acting Allowance, SEN, TLR) – including reason, start date and end date (if applicable)

Support staff allowances (e.g. Honorariums – start and end dates, reason; First Aid; Fire Marshal, etc.)

Schools Assurance Data returns - March 2026

If your school is included in the assurance schedule for March, please note that assurance data collection is scheduled for 27th March 2026.

To ensure accuracy, all payroll submissions must have been processed by your payroll provider before generating and submitting your reports. This will help to capture the most up to date workforce data and ensure any recent changes are reflected in the current payroll month.

Thank you for your cooperation.