

## **May 2026 – Noticeboard Communications**

### **Schools Compliance**

Welcome to the May 2026 edition of our Compliance update.

In this issue, we will share some useful information and reminders to help you stay informed and compliant with BCC's terms and conditions of employment.

In this edition, we will cover the following topics:

- BCC Pay Policy update
- Continuous Service Dates
- Contract end dates for Teachers leaving 31 August 2026
- Contract end dates for Term-Time Only Support Staff
- Support Staff – Rules for time served increments for newly appointed staff
- Assurance Data Returns
- Schools converting to Academy Status
- Contract Templates

### **BCC Pay Policy 2025 - update**

The 2025 Birmingham City Council Teachers 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 recorded accurately.

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 leaving 31 August 2026**

Please be reminded that teachers leaving at the end of the summer term are still in contract until 31 August 2026 and their leaving date should be recorded as such to coincide with the beginning of the autumn term on 1 September 2026. Leaving dates outside of this period should be addressed on an individual basis.

Please ensure that your payroll provider is informed and instructed accordingly.

### **Contract End Dates for Term-Time Only Support Staff**

Support staff in term-time only arrangements who resign or retire during the Summer term must be paid up until the end of the relevant holiday period.

This ensures that all annual leave entitlements are included in their final salary calculation in accordance with support staff terms and conditions. Leaving dates outside of this period should be addressed on an individual basis.

Please ensure that your payroll provider is instructed accordingly.

### **Support Staff – Increments for newly appointed staff**

Please see below the rules for awarding increments to newly appointed, promoted, seconded, or acting up arrangements for support staff.

Employees starting between 1 April and 30 September

- These employees will receive their first increment on 1 April the following year.
- Subsequent increments will be applied annually on 1 April thereafter.

Example:

An employee appointed on 5 June 2025

\* First increment: 1 April 2026

\* Subsequent increments will be applied annually on 1 April each year thereafter.

Employees starting between 1 October and 31 March

- These employees will receive their first increment once they have completed 6 months of satisfactory service.
- Subsequent increments will be applied annually on 1 April each year thereafter

Example:

An employee appointed on 5 November 2025

\*First increment: 5 May 2026 (following 6 months' service)

\* Subsequent increments will be applied annually on 1 April each year thereafter.

### **Assurance Data Returns – May 2026**

The next data set return will be for May 2026. If your school is included in the assurance schedule for this period, please note that the assurance data collection is scheduled for 27 May 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. Your cooperation in meeting this deadline will be greatly appreciated as failure to provide data will result in the school being recorded as non-compliant.

**Please note, we no longer require an assurance data submission from schools due to submit their second return in June 2026. We will notify schools of the new assurance schedule starting September 2026 for the 2026/2027 academic year.**

### **Schools Converting to Academy Status**

If your school has recently converted to academy status, please send confirmation to [pay.compliance@birmingham.gov.uk](mailto:pay.compliance@birmingham.gov.uk).

### **Contract Templates**

We are writing to remind schools that the newly updated contract templates are now available on the [Birmingham City Council website](#).

It is essential that schools use the latest approved version of this template when issuing contracts to staff. This ensures consistency and compliance with current local authority policies.