

# Education Data Division - Request for Change Form for CBDS

## Section 1 - Details of Change

**(To be completed by the RFC Originator / CBDS Administrator)**

<b>Project / Service:</b> <b>CBDS</b>	<b>Type of Change:</b> Creation of two new data items and associated code set	<b>RFC 629</b>
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**Name and team/company of RFC Originator:**  
Gerard Hassett, EDD

<b>Originator Contact No:</b> 02073407921	<b>Originator email address:</b> Gerard.hassett@education.gsi.gov.uk
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<b>Date RFC Raised:</b> 17 June 2013	<b>Date change required:</b> End June 2013 to allow time for changes to software before SWF 2013.
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<b>Priority:</b>  <b>2</b>	<b>1 = Top</b> - Ministerial or legislative requirement <b>2 = High</b> - Senior official customer requirement or clear net benefit / efficiency saving to EDD, department or MIS suppliers <b>3 = Medium</b> - Customer requirement, marginal net benefit <b>4 = Low</b> - Nice to have, net cost, does not affect functionality, cosmetic change
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**EDD Contact:**  
Alison Hamilton, alison.hamilton@education.gsi.gov.uk

**Change Title:** Creation of two new CBDS data items and associated codeset:  
 1) Pay Scale  
 2) Spine Point

**Data item / Rule Number:**

1) Data item, 400321, School Workforce Level, Contract or Service Module, Pay Scale, <Scale>  
 2) Data item, 400333, School Workforce Level, Contract or Service Module, Spine Point, <SpinePoint>

**Description of change:**  
 This RFC comes in two parts, both coming from the implications of the School Teachers' Pay and Conditions Document 2013. The two parts are:

Creation of a code set for Pay Scale (CBDS 400321) to reflect changes in the structure of teachers' pay brought in via the 2013 School Teachers' Pay and Conditions Document. The code set, D00186, for the CBDS data item 'Pay Scale' (CBDS ref 400321) needs to be adjusted otherwise the data item remains unchanged. A new CBDS sequential number, data item and codeset will be allocated on approval of the RFC, all other metadata items will remain the same

Proposed new codeset

Tbc	Pay Scale
LD	Leadership
TE	Teachers Main
TU	Teachers Upper
LP	Leading Practitioners
UT	Unqualified Teachers
SO	Soulbury
NJ	National Joint Council (Local Government Services)
OT	Other

**Metadata Requirements:**

Sequential Number – tbc  
 CBDS Level – School Workforce  
 CBDS Module – Contract or Service  
 Identifier 1 - tbc  
 Identifier 2 – n/a

Data Item Name – Pay Scale

Description – Identifies the scale that the person is paid under, e.g. Leadership, Teachers Main.

Type and format – A(2)

Code set / Valid values – tbc

Item Level Validation – n/a

XML Tag – <Scale>

Status - Active

History Notes – C

Multiplicity Notes – M

2) Creation of a code set for Spine Point (CBDS 400333) to reflect changes in the structure of teachers' pay brought in via the 2013 School Teachers' Pay and Conditions Document. The code set, D00197, for the CBDS data item 'Spine Point' (CBDS ref 400333) needs to be adjusted otherwise the data item remains unchanged. A new CBDS sequential number, data item and codeset will be allocated on approval of the RFC. Type and format will also change from A(6) to A(3); all other metadata items will remain the same

Proposed new codeset

<b>tbc</b>	<b>Spine Point</b>
L1	Leadership Spine, point 1
L2	Leadership Spine, point 2
L3	Leadership Spine, point 3
L4	Leadership Spine, point 4
L5	Leadership Spine, point 5
L6	Leadership Spine, point 6
L7	Leadership Spine, point 7
L8	Leadership Spine, point 8
L9	Leadership Spine, point 9
L10	Leadership Spine, point 10
L11	Leadership Spine, point 11
L12	Leadership Spine, point 12
L13	Leadership Spine, point 13
L14	Leadership Spine, point 14
L15	Leadership Spine, point 15
L16	Leadership Spine, point 16
L17	Leadership Spine, point 17
L18	Leadership Spine, point 18
L19	Leadership Spine, point 19
L20	Leadership Spine, point 20
L21	Leadership Spine, point 21
L22	Leadership Spine, point 22
L23	Leadership Spine, point 23
L24	Leadership Spine, point 24
L25	Leadership Spine, point 25
L26	Leadership Spine, point 26
L27	Leadership Spine, point 27
L28	Leadership Spine, point 28
L29	Leadership Spine, point 29
L30	Leadership Spine, point 30
L31	Leadership Spine, point 31
L32	Leadership Spine, point 32
L33	Leadership Spine, point 33
L34	Leadership Spine, point 34

L35	Leadership Spine, point 35
L36	Leadership Spine, point 36
L37	Leadership Spine, point 37
L38	Leadership Spine, point 38
L39	Leadership Spine, point 39
L40	Leadership Spine, point 40
L41	Leadership Spine, point 41
L42	Leadership Spine, point 42
L43	Leadership Spine, point 43

**Metadata Requirements:**

Sequential Number – tbc  
 CBDS Level – School Workforce  
 CBDS Module – Contract or Service  
 Identifier 1 - tbc  
 Identifier 2 – n/a  
 Data Item Name – Spine Point  
 Description – The point on the appropriate scale which determines the current basic salary of the person.  
 Type and format – A(3)  
 Code set / Valid values – see above  
 Item Level Validation – n/a  
 XML Tag – <SpinePoint >  
 Status - Active  
 History Notes – C  
 Multiplicity Notes – M

**Reason for change (including benefits):**

The School Teachers’ Pay and Conditions Document 2013  
<http://www.education.gov.uk/schools/careers/payandpensions/a00203870/strb-remit-21st-report> lays out a new set of teachers’ pay scales. The CBDS needs to be updated so that returns in the 2013 School Workforce census can be up to date.

**Impact of not doing the change:**

Failure to introduce the new pay scales will leave the School Workforce census unable to record the new pay arrangements that will apply from September 2013 and will also mean that school MISs will not be able to record the new pay information accurately.

**ISB view of the proposed change:**

ISB can see the necessity for the change.

As an observation, would it not be simpler for Spine Point to be a numeric value, with range 1 – 43: the text “Leadership spine, point ” being redundant because the pay scale identifies that it is the Leadership Scale, and the attribute name indicates that it is a Spine Point in a scale?

**Funding availability:**

**Impact assessment to be undertaken by:**

Core software suppliers  
 SWF software suppliers,  
 SWF working group

**Date consulted:**

17 June 2013

**Response requested by:**

24 June 2013

**Section 2 - Impact Analysis  
 (To be completed by Impact Assessors)**

**Software Suppliers' Summary of Impact Assessment:**

**Supplier No 1:**

I am not that keen on this change. This would cause quite a bit of work for [us].

We currently don't have the values as date-dependent and creating them as such will mean delivering quite a lot of changes in a short amount of time. We cannot simply replace "old" with "new" as many customers would not be able to look at their old data if we simply replaced "old" with "new". We will also need to help employers migrate their pay scales to the new SWF definition.

We will have to provide...

- 1) New data dictionary
  - a. New Date-Dependent table for Pay Scales
  - b. New Date-Dependent table for Spine Points
  - c. New Date-Dependent mapping table for Pay Scales, Regional Spines and Spine Points
  - d. Amend the DDIC of the existing CONTRACT database table to be defined based on 1 a) and 1 b) above
- 2) Amendments to existing programs
  - a. Amend the generation of the CONTRACT database table to look at the new table from 1 c) instead of the old one.
- 3) New program
  - a. Migrate mapping table entries from the old entries to the new ones (1c) above and provide defaults for values that are no longer valid (i.e. AS and EX mapped to "XX" and for M1-M6, U1-U3, AST1-18 and UQT1-6 mapped to "XXX").

**Supplier No 2:**

My first comment is that we are currently in the process of writing the specifications for this years' SWF return, so the proposed changes can still comfortably be included within our software.

I'm assuming the changes proposed just reflect changes to the existing code sets, as opposed to more fundamental changes which might affect data, operation and screen design.

Item 1) Pay Scale.

It appears to me that "LP – Leading Practitioners" has been added to the Pay Scale code set, whilst "AS – Advanced Skills Teachers" and "EX – Excellent Teachers" have been removed.

What do you propose should happen to any staff contract where AS or EX has presently been set. I'm thinking that these two codes will remain in the system (although set to inactive), schools will be given guidance (by yourself?) that they should no longer be used, and if they were still used then suitable validation errors would be triggered (e.g.: 4460).

Validation rule 4460 probably will remain unchanged, but presumably 4470, 4480, etc. will be subject to amendment.

It did occur to me that AS and EX might be mapped automatically to LP, but this is probably not the case.

Don't think the change here will affect the summary report.

Item 2) Spine Point

It appears that the Leadership spine points 1 to 43 remain, whilst all the others are proposed as being removed (<ain scales, Advanced and unqualified spine points)

Again what should happen to existing staff contracts with spine points which are no longer valid? I'm thinking again that the codes will be left within the system but made inactive, and the value will remain against the contract and the school will need to change these manually.

Validation rule 4520 will be generated if an invalid code is included within the return.

So providing the changes are just code set changes (with updated validation rules), and guidance is provided regarding staff data which uses dropped code set values then we should be able to include these changes for SWF 2013.

**Supplier No 3:**

We have reviewed the RFC and have the following comments:-

**1). Data item, 400321, School Workforce Level, Contract or Service Module, Pay Scale, <Scale>**

Our understanding is summarised in the table below:-

Current Pay Scale value	Proposed Pay Scale value	Comment
Leadership	Leadership	No change
Teachers Main	Teachers Main	No change
Teachers Upper	Teachers Upper	No change
Advanced Skills Teachers		Make inactive
Excellent Teacher		Make inactive
Soulbury	Soulbury	No change
National Joint Council (Local Government)	National Joint Council (Local Government)	No change
Other	Other	No Change
Unqualified from Sept 08		Make inactive
	Unqualified Teachers	Add
	Leading Practitioners	Add

These changes look reasonable but we will not be able to accommodate these changes into our software in our Summer 2013 release as the software has entered its final phase of testing this week. If the RFC is agreed, we will incorporate the changes into our Autumn 2013 release which is planned for release in November 2013 which we acknowledge will be after the School Workforce Census 2013. The consequence is that schools that need to use the new values in their School Workforce Census 2013 will need to take our Autumn 2013 release and edit their data before submitting their School Workforce Census 2013. We are aware that these proposed changes stem from the forthcoming Teacher Pay changes in September 2013, and we will be offering advice to Local Authorities, Academies and Schools how to accommodate the new pay schemes.

The above changes related to the Pay Scale value but should similar changes be made to School Workforce Post which still has the same original 9 values?

**2) Data item, 400333, School Workforce Level, Contract or Service Module, Spine Point, <SpinePoint>**

We have reviewed this proposed change and request further clarification / guidance upon the changes as we believe that the Leadership Pay Scale already has 43 spinal points?

**Supplier No 4:**

I have no problems with the proposed change to the Pay Scale code set but there are lots of details missing from the code set for the Spine Point as it only lists spine points for Leadership. My understanding that most scales will just have a min & max value but these should be in the code set so that there are spine points for every pay scale as per D00197 in the current CBDS.

**DfE Internal Colleagues' Summary of Impact Assessment:**

**School Workforce Census Working Group:**

This has prompted some discussion as to the changes we need to make to the SWF in the light of the September pay changes and also changes that would be liked based on experience over the first 3 years of SWF collection. I have put together a list of the possible changes as they currently stand as follows:

1. The removal of classroom grade pay spines from the pay spine variable (we are exploring this with software suppliers at the moment).
2. To make Base Pay a compulsory field – essential if item 1 above is introduced.
3. The removal of Advance Skilled Teachers and Excellent Teachers from the Post flag (and pay scale and spine point) and replaced with a Leading Practitioner flag.
4. The addition of separate TLR codes TLR 1 to 3 in the allowance type indicators
5. The addition of a separate code to indicate whether the annual pay review had been implemented by the census date?
6. The removal of the regional pay spine indicator?
7. The removal of the pay scale variable as this information could be included in a single pay spine variable?

Please note that if the 1<sup>st</sup> item as covered in the RFC were to be introduced in 2013 it would need to be accompanied by item 2. In addition I think the pay spine should include categories for the ranges that have been introduced.

Item 5 is seen as particularly important to data users for gauging the implementation of the 2013 pay round if possible. As movement up the pay scale is no longer compulsory in LA maintained schools we need to know whether no movement is because pay updates have not been implemented or because no pay award was made.

I do think that Gerry's suggestion in our discussion this morning on adding the pay spine ranges categories to the pay spine is a good one if some software suppliers cannot supply in the existing format as suggested. Again we should be aiming to get the Base pay if at all possible.

On the customer service side I think we were generally expecting that the SWF would remain the same in 2013 with data providers being instructed to use base pay as far as possible and recording teachers on the existing spine points if this was appropriate, (where they are still using the 2012 pay scales). The move to remove the AST and Excellent teachers' code is something that needs to be done but I think we could cover this with instructions to providers to use the existing AST code for LPs.

Please note that if we are going to change the pay scale codes we also need to do the same for the 'Post' variable.

**Alternative Solutions / Workarounds (if appropriate):**

**Estimated Cost of Change:**

**Impact Assessed by (name):**

**Date:**

**Section 3 - Outcome / Decision  
(To be completed CBDS Administrator)**

**Review Meeting:** Data Standards Board Meeting

**Attendees:**

Ian Casey, Gerard Hassett, Alison Hamilton

**Date of Review Meeting:**

25 June 2013

**Brief Summary of Discussion:**

Comments were received from four software suppliers as well as ISB and the School Workforce working group in response to the RFC.

In respect of:

**1. Pay Scale**

The Board has considered the views of software suppliers and accepts that it would not be feasible to accommodate the changes in the timeframe specified. The Board also recognises that the proposed changes would impact on the existing staff contracts for Advanced Skills Teachers (AS code) and Excellent Teachers (EX code) which are still being used for this year. The Board has therefore agreed to leave the codeset D00186 as it is for 2013 School Workforce Census and instead make the change to introduce code LP (Leading Practitioners) for the 2014 School Workforce. Codes EX and AS will then be removed from 2014 School Workforce Census. This change would require implementation in systems from January 2014.

A further RFC will be raised in due course to make the changes to the 'Post' data item (200628) to bring those changes in that data item in line with changes to the 'Pay Scale' data item.

Further information on the process will be included in the 2013 SWF Census guide advising that any new contract after the end of August 2013 should not be using the Advanced Skills Teachers and Excellent Teachers Pay Scales.

Further comments provided by the School Workforce Census working group in respect of possible additional changes will need to be discussed further at Star Chamber Scrutiny Board and is not for consideration at this Data Standards Board meeting.

**2. Spine Point**

The Board has considered comments from software suppliers and accepts that the old codes should not be removed for this year as these are currently still being used. The Board has therefore agreed that the changes proposed in the RFC for this data item and codeset should not be implemented in systems until January 2014 for collection in the 2014 SWF Census.

In respect of the comment from ISB to make the Spine Point a numeric value, the Board accepts that although at the moment the number of spine points has been reduced, this does not mean there may not be an increase in spine points in the future and therefore not having a numerical range future proofs the codeset.

**In summary the Board has decided to accept this RFC for implementation in systems from January 2014 for the 2014 SWF Census collection NOT for 2013 SWF Census.**

<b>Accept / Reject:</b> Accept	<b>Deferred to:</b> Not Applicable
<b>Type of Funding:</b> Not Applicable	<b>Fund Holder Agreement:</b> Not Applicable

If Accept, provide details:

### 1. Pay Scale

**The CBDS will be updated with the following metadata requirements:**

Sequential Number – 1497

CBDS Level – School Workforce

CBDS Module – Contract or Service

Identifier 1 - 400344

Identifier 2 – n/a

Data Item Name – Pay Scale

Description – Identifies the scale that the person is paid under, e.g. Leadership, Teachers Main.

Type and format – A(2)

Code set / Valid values –D00227

Item Level Validation – n/a

XML Tag – <Scale>

Status - Active

History Notes – C

Multiplicity Notes – M

<b>D00227</b>	<b>Pay Scale</b>
LD	Leadership
TE	Teachers Main
TU	Teachers Upper
LP	Leading Practitioners
UT	Unqualified Teachers
SO	Soulbury
NJ	National Joint Council (Local Government Services)
OT	Other

**2. Spine Point**

**3.**

**The CBDS will be updated with the following metadata requirements:**

Sequential Number – 1498

CBDS Level – School Workforce

CBDS Module – Contract or Service

Identifier 1 - 400345

Identifier 2 – n/a

Data Item Name – Spine Point

Description – The point on the appropriate scale which determines the current basic salary of the person.

Type and format – A(3)

Code set / Valid values – D00228

Item Level Validation – n/a

XML Tag – <SpinePoint >

Status - Active

History Notes – C

Multiplicity Notes – M

<b>D00228</b>	<b>Spine Point</b>		
		L22	Leadership Spine, point 22
L1	Leadership Spine, point 1	L23	Leadership Spine, point 23
L2	Leadership Spine, point 2	L24	Leadership Spine, point 24
L3	Leadership Spine, point 3	L25	Leadership Spine, point 25
L4	Leadership Spine, point 4	L26	Leadership Spine, point 26
L5	Leadership Spine, point 5	L27	Leadership Spine, point 27
L6	Leadership Spine, point 6	L28	Leadership Spine, point 28
L7	Leadership Spine, point 7	L29	Leadership Spine, point 29
L8	Leadership Spine, point 8	L30	Leadership Spine, point 30
L9	Leadership Spine, point 9	L31	Leadership Spine, point 31
L10	Leadership Spine, point 10	L32	Leadership Spine, point 32
L11	Leadership Spine, point 11	L33	Leadership Spine, point 33
L12	Leadership Spine, point 12	L34	Leadership Spine, point 34
L13	Leadership Spine, point 13	L35	Leadership Spine, point 35
L14	Leadership Spine, point 14	L36	Leadership Spine, point 36
L15	Leadership Spine, point 15	L37	Leadership Spine, point 37
L16	Leadership Spine, point 16	L38	Leadership Spine, point 38
L17	Leadership Spine, point 17	L39	Leadership Spine, point 39
L18	Leadership Spine, point 18	L40	Leadership Spine, point 40
L19	Leadership Spine, point 19	L41	Leadership Spine, point 41
L20	Leadership Spine, point 20	L42	Leadership Spine, point 42
L21	Leadership Spine, point 21	L43	Leadership Spine, point 43

The CBDS, version control log and RFC log [Common Basic Data Set \(CBDS\) database - Data, research and statistics](#) will be published by week ending 28 June to reflect this change



**If Reject, provide details:**

Not Applicable