



Department  
for Education

## Education Data Division - Request for Change Form for CBDS

<b>Section 1 - Details of Change (To be completed by the RFC Originator / CBDS Administrator)</b>		
<b>Project / Service:</b> CBDS	<b>Type of Change:</b> Pay Dates	<b>RFC 776</b>
<b>Name and team / company of RFC Originator:</b> Gerard Hassett		
<b>Originator Contact No:</b> 020 73407921	<b>Originator email address:</b> Gerard.hassett@education.gsi.gov.uk	
<b>Date RFC Raised:</b> 27 January 2015	<b>Date change required:</b> For 2015 School Workforce Census	
<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 DSD, 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	
<b>EDD Contacts:</b> Gerard Hassett		
<b>Change Title:</b> Pay dates		

**Data item / Rule Number:**

1) New data item: Pay Review Date

*Metadata Requirements:*

Sequential Number – TBA

CBDS Level – School Workforce

CBDS Module – Contract or Service

Identifier 1 – TBA

Identifier 2 – n/a

Data Item Name – Pay Review Date

Description – Shows the most recent determination of a teacher’s remuneration

Type and format – CCYY-MM-DD

Code set / Valid values –

Item level validation – None

XML Tag - <PayReviewDate>

Status – Active

History Notes – C

Multiplicity Notes – M

2) New data item:TLR3 Start Date

*Metadata Requirements:*

Sequential Number – TBA

CBDS Level – School Workforce

CBDS Module – Contract or Service

Identifier 1 – TBA

Identifier 2 – n/a

Data Item Name – TLR3 Start Date

Description – Shows the start date of a TLR3 payment

Type and format – CCYY-MM-DD

Code set / Valid values –

Item level validation – None

XML Tag - <PayStartDate>

Status – Active

History Notes – C

Multiplicity Notes – M

3) New data item: TLR3 End Date

*Metadata Requirements:*

Sequential Number – TBA

CBDS Level – School Workforce

CBDS Module – Contract or Service

Identifier 1 – TBA

Identifier 2 – n/a

Data Item Name – TLR3 End Date

Description – Shows the end date of a TLR3 payment

Type and format – CCYY-MM-DD

Code set / Valid values –

Item level validation – None

XML Tag - <PayEndDate>

Status – Active

History Notes – C

Multiplicity Notes – M

**Description of change:**

1) New data item ‘Pay Review Date’, to contain the date at which the most recent determination of a teacher’s remuneration occurred. Date to be held in the format CCYY-MM-DD.

Maintained schools are required to carry out these determinations of remuneration for each teacher on an annual basis and whenever a teacher takes up a new post, under the School Teachers’ Pay and Conditions Document (STPCD). Academies and free schools are not required to follow the STPCD, but will be making equivalent determinations under their own pay policies.

This data item should hold the date when the determination of pay has been made even if this has not resulted in any change to remuneration. That is, the date of the latest pay determination itself, rather than the date at which present level of remuneration was set.

2) Addition of two data items, ‘TLR3 Start Date’ and ‘TLR3 End Date’, to the additional payments module to indicate the start and end dates of the payment of TLR3 payments. Date to be held in the format CCYY-MM-DD.

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

1) 'Pay Review Date': Data currently collected in the School Workforce Census does not tell the department whether an individual teacher has had their annual pay determination by the time the census is taken each November. This means that we cannot tell whether their level of pay reported in the Census is the current, or the previous year's, salary.

2) The use of TLR 3 start and end dates will allow the monitoring of the take up of the new payment, show how it is being used and will feed into future pay bill projections – which will be important for funding negotiations with HM Treasury, and to inform the pay policy recommendations made by the STRB.

**Impact of not doing the change:**

Not collecting these data items affects the accuracy of our pay-bill modelling, the accuracy of the recommendations of the School Teachers' Review Body (STRB) and our ability to monitor the implementation of performance-related pay for teachers and the impact on pay progression rates.

**ISB view of the proposed change:****Funding availability:**

Not applicable

**Impact assessment to be undertaken by:**

Core and School Workforce software suppliers

The School workforce working group

ISB

**Date consulted:**

6 February 2015

**Response requested by:**

20 February 2015

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

DfE Internal Colleagues' Summary of Impact Assessment:

**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: CBDS Administrator Review**

**Attendees:** Gary Connell, Gerard Hassett, Ian Windress & Kirsty Bennett

**Date of Review Meeting:**

24/02/15

**Brief Summary of Discussion:**

The additions were discussed and agreed to go ahead as long as the guide is updated to make clear what is expected and how to enter the data.

After sign off agreed – Feedback sent from Supplier 1

• **‘Pay Review Date’:**

We have no general objection to this proposal, but would like to be clear as to which items it should be associated with. Specifically:

- Is it the case that it should only be collected for **teachers** (contracts?) or is it/should it also be expected/accepted for others? If it is for teachers only, then presumably this should be provided only at the Contract (Post) level and should only be returned for a specified range of Post types? Is this correct?
- Is it possible for this to be collected at the Role level? In which case, does this mean that it should only be returned for a limited range of Role types?
- If the date is collected at either Contract or Role level, does this mean that the same person can have different review dates for different Contracts/Roles? Or should there be a single date for the person, which is only returned for those staff who have at least one contract/Role that is a ‘Teacher Type’? (In which case, should it be at the person level?)

• **‘TLR3 Start Date’ and ‘TLR3 End Date’:**

- Would it be better to simply specify these as (Additional( ‘Pay[ment] Start Date’ and ‘Pay[ment] End Date’ in CBDS (in the same way as the proposed tag names) and then in the specification limit them as only being required/acceptable for TLR3 type ‘Additional Payments’ (this would give the benefit of allowing them to be available for other payment types in future)?
- In terms of reporting these in Census, will they be expected to be reported twice if they span the general rules for additional payment reporting (“Additional payments should include all payments earned since the previous census reference date” or should we only report based on the Start date being since the previous return?)

It was agreed – all information will be made very clear in SWF guides as to who data is required from and where to enter this data.

The data item names for TLR start/End dates will be changed to Pay Start Date and Pay End Date. Therefore can be used for any additional payment and not limited to TLR3.

**Accept / Reject:** Accept

**Deferred to:**

**Type of Funding:**

**Fund Holder Agreement:**

**If Defer, provide details**

**If Accept, provide details:**

CBDS – New data items:

400356	Pay Review Date
400357	Pay Start Date
400358	Pay End Date

**If Reject, provide details:**