

# HALESBURY SCHOOL



## Teacher's Pay Policy

Policy for the attention of			
Audience	Key Audience	Optional Audience	Additional/Notes
Senior Leadership Team			
Teachers			
Teaching Assistants			
Administrative Staff			
Curriculum support			
Lunchtime Supervisors			
Site Manager			
Cleaners			
Governors			
Parents			
Website			
Local Authority			

Responsibility of	The Governing Body
Review frequency	1 Yearly
This version agreed	October 2020
Next review date	October 2021
Signed by Chair of Governor:	<i>P. Stevenson</i> Dated: 12.02.2021

*This policy has been formulated in consultation with Professional Associations NEU, NASUWT, ASCL and NAHT but not agreed*

## **Pay Policy – Staff Employed on School Teachers Terms and Conditions**

Section requiring decision	Options	Committee Decision and Rationale	Delegation of Authority	Comments
8.0	Governing Body need to establish a dedicated Committee to carry out pay determinations. <b>Recommendation – Pay Committee</b>			
8.0/9.0/10.5/ 11.0/11.2/11.3 /11.4/12.1/ 15.0/15.2 /15.3	Insert the title of the Committee			
9.0	Insert the dates of the appraisal cycle			
10.4	Insert the Leadership Pay Ranges and School group size			
11.1	Insert the decision on Pay Portability <b>Recommendation – Option 1</b>			
11.5	Insert the Leading Practitioner pay range and reference points (if applicable)			
12.1	Insert dates for UPR deadlines			
12.2	Decision regarding 2 years between UPR progression - Delete if not applicable			
13.0	Insert the values for <ul style="list-style-type: none"> <li>▪ TLR 1;</li> <li>▪ TLR 2;</li> <li>▪ CPD outside the school day;</li> <li>▪ Initial Teacher Training;</li> <li>▪ Out of school hours learning activity;</li> <li>▪ Additional Payment in relation to the raising</li> </ul>			

	of educational standards to one or more additional schools;			
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## Contents

Contents	Page
1.0 Purpose of Policy	6
2.0 Scope of Policy	6
3.0 Policy Principles	6
4.0 Definitions / References	7
5.0 Legal Context	7
6.0 Equality & Performance Related Pay	7
7.0 Pay Award – September 2020	8
8.0 Governing Body Responsibilities & Delegations	8
9.0 Timing of Appraisal/Pay Reviews	11
10.0 Leadership Salary Determination	11
10.1 Leadership Group Pay Determination on Appointment	11
10.2 Headteacher of more than one School	12
10.3 Temporary Arrangements for Headteachers	12
10.4 Leadership Pay Ranges	13
10.5 Leadership Group Progression Based on Performance	13
11.0 Teachers Salary Determination	14
11.1 Teachers Pay Determination on Appointment	14
11.2 Pay Range for Unqualified Teachers	15
11.3 Main Pay Range for Qualified Teachers	15
11.4 Upper Pay Range for Qualified Teachers	16
11.5 Leading Practitioner Pay Range	16

11.6 Teachers Pay Progression Based on Performance	16
12.0 Application to UPR	17
12.1 Processes and Procedures	17
12.2 The Assessment	18
13.0 Allowances and Other Payments	19
14.0 Salary Safeguarding	22
15.0 Pay Grievances	22
15.1 Informal Resolution	22
15.2 Formal Process	22
15.3 Grievance Hearing	23
15.4 Stage 2 Appeal Hearing	23
16.0 Guidance	24
17.0 Monitoring and Review	24
Appendices	25

## **1.0 Purpose of Policy**

The Governing Body will set out the basis on which it will determine teachers' pay, the date by which it will determine the teachers annual pay review and establish procedures for addressing teachers' grievances in relation to their pay in line with the ACAS Code of Practice.

## **2.0 Scope of Policy**

This Policy applies to all staff employed on School Teachers' Terms and Conditions to comply with the legislative requirements of the School Teachers' Pay and Conditions Document 2020, further referenced as the 'STPCD'.

The Policy sets out the framework for making decisions on teachers' pay and will be used in conjunction with the School's Appraisal Policy which complies with the legislative requirements of The Education (School Teachers' Appraisal) (England) Regulations 2012, further referenced as 'the regulations'.

## **3.0 Policy Principles**

The Governing Body will act with integrity, confidentiality, objectivity and honesty in the best interests of the School. The principles of this Policy are:

- To maintain and improve the quality of education for pupils in the School by having a pay policy which supports the Schools Improvement / Development Plan.
- To demonstrate to all staff that the Governing Body is managing its pay policy in a fair and objective manner.
- To illustrate that continued good performance, as defined by this policy, should give classroom (including Leading Practitioners) or unqualified teachers an expectation of progression to the top of their respective pay range, following successful appraisal reviews. It is not necessary for the school to adopt rigid models that seek to set out exactly what the relevant standards mean for teachers at different stages in their careers and teachers should not be expected to routinely provide evidence that they have met all the standards (Reference; The use of evidence in appraisal and pay decisions – DFE June 2014).
- To illustrate that continued high quality of performance, having regard to the results of the most recent appraisal carried out in accordance with the 2012 Regulations or the objectives agreed or set under paragraph 11.2.(c) of the STPCD (as the case may be) should give a Leadership Group Member an expectation of movement through the pay range.
- To support the recruitment and retention of a high quality teacher workforce.

- To enable the implementation of a statutory provision, this Policy will be supported with local agreements.
- To ensure equality of opportunity for employees and to ensure compliance with The Equality Act 2010. The Governing Body will promote equality in all aspects of School life, particularly with regard to all decisions on the advertising of posts, appointing, promoting and paying staff training and staff development. The same equality shall be applied to fixed term and part time workers.

#### **4.0 Definitions/References**

- LPR means Leadership Pay Range;
- LPPR means Leading Practitioner Pay Range;
- MPR means Main Pay Range;
- UPR means Upper Pay Range;
- UTR means Unqualified Teacher Range.
- STPCD means School Teachers Pay and Conditions;
- 'the regulations' mean The Education (School Teachers' Appraisal) (England) Regulations 2012;
- The relevant body means a body which has the duty to maintain the School, this could be, for e.g. the Local Authority, an Academy Trust Body or Central Government;

#### **5.0 Legal Context**

The Governing Body will comply with relevant equalities legislation, including:

- The Employment Relations Act 1999
- The Equality Act 2010 (includes rights to Equal Pay)
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002

The Governing Body will monitor the impact of this policy.

#### **6.0 Equality & Performance Related Pay**

The Governing Body will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. secondments & maternity.

Particular care will be taken to ensure that part-time and temporary staff have the same levels of pay as would be attached to similar responsibilities or work of equal value undertaken by full-time and permanent staff.

Where the responsibilities and salary grading of one particular job are reviewed the implications for other jobs in the School will be considered to ensure that

account is taken of the impact of additional responsibilities on all staff and equal pay.

## **7.0 Pay Award – September 2020**

The Governing Body will use the discretion allowed within the STPCD to apply the following uplift to Pay Ranges. This will ensure fairness and equality in the application of any pay award, which is separate to the performance related pay progression via the appraisal process:

- An uplift of between 5.5% (at M1) and 2.75% (at M6), with 2.75% on the upper pay scale, lead practitioner pay range, leadership pay ranges and allowances.
- The re-instatement of mid-range points M2-M5.
- The combining of points M6 and M6+.
- Assimilation to the nearest point on the new pay spine, without financial loss.

*\* [The Governing Body to amend section 7 in line with STPCD 2020 if deviating from the above plus all other references to pay £ & %( including Appendix 1) throughout this Pay Policy. Fundamental changes may result in the need to re-consult with unions]*

A list of all pay ranges, reference points and allowances, inclusive of pay awards, for 2018, 2019 and 2020 is attached in Appendix 1.

## **8.0 Governing Body Responsibilities & Delegations**

The Governing Body will establish a dedicated Committee to carry out determinations of pay, often referred to as 'The Pay Committee'. In line with the relevant School Governance Regulations the Governing Body will;

The terms of reference of the Pay Committee are:

- To review, update and implement the School Pay Policy with appropriate consultation as required
- To work with the Headteacher to ensure that the appraisal process for all teaching staff is implemented effectively
- To ensure the effective appraisal of the Headteacher is carried out in accordance with current regulations and appraisal policy
- To determine the salaries of all teaching staff employed at the School in accordance with statutory and contractual obligations, including annual pay awards
- To notify, in writing, teaching staff of their annual performance related pay review, which will be effective from 1<sup>st</sup> September each year

- To establish fair procedures for addressing pay discrepancies for teaching staff
- To ensure that appropriate salary ranges are determined, recorded and advertised through the recruitment process
- To ensure that recruitment to a teaching post has been duly considered in terms of relevant pay in relation to the candidates skills, experience and competence
- To consider the recommendations made by the appraiser regarding the salaries of all staff, provide appropriate challenge on proposed pay awards and to ensure written notification is issued
- To formally record all decisions relating to pay
- To clearly minute the rationale for all decisions and report these to the full Governing Body
- To ensure the right to raise a pay grievance in relation to pay decisions following the annual salary review, is complied with in a fair, consistent and transparent manner
- To annually review the terms of reference of the Pay Committee

The Governing Body is responsible for:

- The implementation of the STPCD
- Ensuring that sufficient funds are in place for pay progression for all eligible teachers
- Delegating powers and responsibilities to the relevant Sub Committees
- Appointing a Committee of Governors/Trustees to appraise the Headteacher
- Delegating the day to day management of the policy to the Headteacher
- To ensure all School staff employed on teachers terms and conditions are aware of this Policy
- Ensuring the right to raise a pay grievance in relation to pay decisions following the salary review statement is complied with in a fair, consistent and transparent manner
- Ensuring that the School complies with equalities legislation



- Nominating a designated Equalities Governor to ensure that appropriate action will be taken to deal with any alleged prejudice related incidents or incidents which are a breach of this policy
- The effective monitoring and evaluation of this policy

The Headteacher is responsible for:

- Ensuring all School staff employed on teachers' terms and conditions (STPCD) are aware of this policy and the implications of its application
- Ensuring that appraisers are equipped to manage the appraisal process in a fair and objective manner and that appraisees understand their obligations under the School's Appraisal Policy
- Submitting annual pay recommendations to the **Pay Committee**
- Maintaining confidential records of pay recommendations and decisions
- Ensuring that appropriate staff development is available within the limits of the School's CPD budget

All Appraisers are responsible for:

- Engaging with the appraisee in the performance related pay appraisal process
- Identifying appropriate training and development in line with the appraisees performance objectives and career aspirations
- Facilitating professional dialogue
- Making a pay recommendation to the Headteacher as part of the appraisal review statement

All Teachers are responsible for:

- Engaging in the performance related pay appraisal process
- Entering into professional dialogue
- Sharing any evidence they consider relevant with their appraiser
- Identifying their own training and development requirements in line with performance objectives and career aspirations

### **9.0 Timing of Appraisal/Pay Reviews**

This School's appraisal period will run **for twelve months** normally from September to September. The pay review will form part of this process.

The appraiser will submit a pay recommendation to the Pay Committee for all teaching staff in the School. For teachers not eligible for pay progression e.g. those currently at UPR3, a statement will be made to confirm they are not eligible and the reason.

The \*[E.g. Headteacher's Performance Management Committee) will submit a pay recommendation to the Pay Committee for the Headteacher.

The Pay Committee will decide whether to:

- Challenge the pay recommendation and may request further evidence
- Accept the pay recommendation
- Decline the pay recommendation

Once the decision has been made, the Pay Committee will, at the earliest opportunity, **but not later than one month after**, ensure that the teacher is notified in writing of the determination.

Pay reviews may take place at any time if there are substantial changes to a role/job description.

The School should manage the appraisal process so that there are no surprises at the end of the year – throughout the appraisal cycle both the teacher and the line manager/appraiser should understand what objectives are in place, the evidence that will be used and progress towards meeting these. (Reference; The use of evidence in appraisal and pay decisions – DFE June 2014).

All pay reviews will take into account appraisal review statements and relevant evidence as set out in the School's Appraisal Policy.

## **10.0 Leadership Salary Determination**

### **10.1 Leadership Group Pay Determination on Appointment**

When determining the leadership pay ranges, in addition to the total unit score, the Governing Body will take into account all of the permanent responsibilities of the role, any context which is specific to the role, such as a high level of deprivation and challenges which are specific to the role such as a significant School improvement programme.

When recruiting to a leadership post, any recruitment and retention arrangements will be built into the base salary, with the exception of reimbursement of reasonably incurred housing or relocation costs.

The leadership pay ranges will not normally exceed the maximum of the Headteacher Group, however, the Governing Body will consider exceeding the normal maximum if special circumstances arise. Where the Governing Body believe there is sufficient evidence to exceed the maximum of the Headteacher Group, they should seek appropriate advice. Any increase will be no more than 25% above the maximum of the group range. The increase will be a permanent change in the individuals range rather than a lump sum payment. Any decision to

increase a range should be formally documented with clear reasons including the context and challenge used to support the decision.

The maximum of the Deputy or Assistant Headteacher's pay range will not exceed the maximum of the Headteacher's pay range and will only overlap in exceptional circumstances.

The Governing Body will determine the Leadership Group Range and appropriate starting point in accordance with the STPCD. Consideration will be given to providing scope for performance related progression over time.

## **10.2 Headteacher of More than One School**

### Permanent Arrangement for Headteachers

Where the Headteacher is appointed as a Headteacher of more than one School, on a permanent basis, the Governing Body of the Headteacher's original school or, under the School Governance (Collaboration) (England) Regulations 2003, the collaborating body must calculate the Headteacher group by combining the unit score of all the schools for which the Headteacher is responsible to arrive at a total unit score, which then determines the Headteacher group.

The Governing Body will determine the Headteacher's pay range and appropriate starting point in that range in accordance with the STPCD.

## **10.3 Temporary Arrangements for Headteachers**

This will be regarded as an Acting Headship on a temporary basis for as long as arrangements are being made for a permanent Headteacher to be recruited.

A fixed term variation of contract will be issued, for no longer than 2 years, stating their temporary additional responsibility for the additional School(s).

Payment for the additional responsibility will be based on the STPCD.

All Leadership Group appointments will be made with reference to the Department for Education's Guidance.

## **10.4 Leadership Pay Ranges**

<b>Leadership Group Role</b>	<b>Leadership Group Pay Range</b> <i>* refer to Appendix 1</i>
e.g. Headteacher/Principal (normally a 7 point range)	Group 3 £54091.00-£73559.00
e.g. Deputy Headteacher/Vice Principal (normally a 5 point range)	£58135.00 - £53508.00
e.g. Assistant Headteacher /Assistant Principal (normally a 5 point range)	£51409.00 - £56721.00

*NB previous limit on number of points in a range no longer applies*

For any leadership posts that were not subject to the 2015 pay ward schools should refer to 2019 reference point values when applying September 2020 pay award.

### **10.5 Leadership Group Progression Based on Performance**

The determination regarding pay progression must be made annually for all leaders to take effect from 1<sup>st</sup> September.

To move up the leadership pay range, progression will be based on an individual School Leaders performance. In order to be eligible for progression they must have completed a year of employment (defined as 26 weeks) since any previous progression. School leaders will be considered by the Pay Committee for a pay increase of one reference point, if they have made continued acceptable progress towards meeting their objectives and are assessed as meeting the relevant Leadership Standards and their Job Description.

School leaders will be eligible for and would expect to receive a pay increase of one reference point if they meet all their objectives and are assessed as fully meeting the relevant Leadership Standards and Job Description.

This School will consider additional pay progression for exceptional performance by awarding an additional reference point or points.

It will be possible for a 'no progression' determination to be made without any recourse to the capability procedure.

The Governing Body will refer to Departmental Advice when determining the available scope for pay progression within this School.

### **11.0 Teachers Salary Determination**

The Pay Committee will determine the salary for individual teachers on appointment or promotion in accordance with the current STPCD, this pay policy and any advice sought.

As required by the STPCD the Pay Committee will also determine the salary of each teacher annually and ensure that the teachers are notified in writing of the outcome, including the details specified in the STPCD.

### **11.1 Teachers (UTR/MPR/UPR/LPR) Pay Determination on Appointment**

The Governing Body will determine the pay range for a vacancy prior to advertising the post.

In making such determinations, the Governing Body may take into account a range of factors, including but not excluding:

- the nature and requirements of the post
- any specialist knowledge and skills required
- the demonstrable experience required to undertake the specific duties of the post
- market conditions
- scope for performance related progression over time
- the wider School context

When recruiting to a vacant or new post the Governing Body / Headteacher will apply the principle of pay portability in making pay determinations for all new appointees.

All Teaching appointments will be made with reference to the Department for Education's Guidance.

### **11.2 Pay Range for Unqualified Teachers (UTR)**

The Pay Committee may use reference points. The suggested pay range for Unqualified Teachers in this School is;

Minimum Reference Point 1	£18,169
Reference Point 2	£20,282
Reference Point 3	£22,394
Reference Point 4	£24,507
Reference Point 5	£26,622
Maximum Reference Point 6	£28,735

### **11.3 Main Pay Range for Qualified Teachers (MPR)**

The Pay Committee may use reference points. The suggested pay range for Qualified Teachers in this School is;

Minimum Reference Point 1	£25,714
Reference Point 2	£27,600
Reference Point 3	£29,664

Reference Point 4	£31,778
Reference Point 5	£34,100
Reference Point 6	£36,961

#### **11.4 Upper Pay Range for Qualified Teachers - UPR**

The Pay Committee may use reference points. The pay suggested range for Post Threshold Teachers in this School is;

Minimum Point 1	£38,690
Reference Point 2	£40,124
Maximum Point 3	£41,604

#### **11.5 Leading Practitioner Pay Ranges – LPR**

Where appointed, a Leading Practitioner will have the primary purpose of modelling and leading improvement of teaching skills. The challenge and demands of the individual post and internal pay relativities will be considered when setting a pay range.

The designated range is within a minimum of £ £42,402 (equivalent to LPPR1) and a maximum of £64,461(equivalent to LPPR18).

Where applicable, the Leading Practitioner role(s) in this School is / are detailed below;

<b>Role</b>	<b>Leading Practitioner Pay Range (LPPR)</b>	<b>Reference Points within LPPR</b>
N/A	N/A	N/A

#### **11.6 Teachers (UTR/MPR/UPR/LPPR) Pay Progression Based on Performance**

The determination regarding pay progression must be made annually for all teachers (including NQT's) to take effect from 1<sup>st</sup> September. In order to be eligible for progression they must have completed a year of employment (defined as 26 weeks) since any previous progression.

To move up the relevant pay range, progression will be based on an individual teacher's performance.

Teachers will be considered by the Governing Body for a pay increase of one reference point, if they have made continued acceptable progress towards meeting their objectives and are assessed as meeting the relevant Teachers' Standards and their Job Description.

Teachers will be eligible for and would expect to receive a pay increase of one reference point if they meet all their objectives and are assessed as fully meeting the relevant Teachers' Standards and Job Description.

This School will consider additional pay progression for exceptional performance by awarding an additional reference point or points.

Where a teacher is not eligible for pay progression e.g. UPR3 teacher this should be noted on their appraisal documentation.

For NQT's, assessment will be made against the evidence collated as part of their NQT induction process to include evidence that they are meeting the Teachers' Standards and their Job Description.

It will be possible for a 'no progression' determination to be made without any recourse to the capability procedure.

The Governing Body will refer to Departmental Advice when determining the available scope for pay progression within this School.

## **12.0 Application to UPR**

Qualified Teachers can apply to be paid on the Upper Pay Range and any such application must be assessed in line with this Policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

A teacher may submit only one application in each academic year.

If a teacher is simultaneously employed at another School(s), they may submit separate applications if they wish to apply to be paid on the UPR in that School(s). This School will not be bound by any pay decision made by another School.

All applications should include the results of appraisals, including any recommendation on pay. Where such information is not applicable or available, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

In order for the assessment to be robust and transparent, it will be an evidence-based process only.

### **12.1 Process and Procedures**

The closing date for applications is normally 31<sup>st</sup> October each year.  
The process for applications by 31<sup>st</sup> October

The teacher should submit the written application together with any supporting evidence which they wish to provide to the Headteacher by the cut-off date of 31<sup>st</sup> October.

The Headteacher will assess the application and make a recommendation to the Pay Committee. At this stage the Headteacher should inform the teacher of their recommendation and provide the opportunity for the teacher to informally resolve any concerns as per section 15.1.

The Pay Committee will make the final decision, advised by the Headteacher.

Teachers will receive written notification of the outcome of their application. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this Policy.

Successful applicants will be informed where on the Upper Pay Range they will be placed with effect from 1st September of that year.

Unsuccessful applicants can submit a formal pay grievance against the decision. The process is set out in Appendices 4 and 5 of this Policy.

## **12.2 The Assessment**

The teacher will be required to meet the criteria set out in the STPCD:

- the teacher is highly competent in all elements of the relevant standards
- the teacher's achievements and contribution to the School are substantial and sustained.

In this School, this means;

### **Highly Competent**

The teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the relevant Standards in the particular role they are fulfilling and the context in which they are working. (e.g. performance which is good enough to fulfill wider professional responsibilities, and develop effective professional relations with colleagues, giving them advice and demonstrating to them effective teaching practice and how to make a positive contribution to the wider life and ethos of the School, in order to help them meet the relevant standards and develop their teaching practice).

### **Substantial**

The teacher's achievements and contribution to the School are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to School improvement, which impacts on pupil progress and the effectiveness of staff and colleagues. (e.g. of real importance, validity or value to the School; plays a critical role in the life of the School; provides a role model for teaching and learning; makes a distinctive contribution to the raising of pupil standards; takes advantage



of appropriate opportunities for professional development and uses the outcomes effectively to improve pupils' learning).

### **Sustained**

The teacher must have had two consecutive successful appraisal reports in this School and have made good progress towards their objectives during this period. They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good.

In this School to progress through the Upper Pay Range teachers must be able to show 2 years of successful appraisals showing they meet the UPR criteria.

### **13.0 Allowances and Other Payments**

Details of additional allowances and other payments to teaching staff are detailed below;

	<b>Allowances and Other Payments</b>
Teaching & Learning (TLR) Payments (Teachers only) (subject to the pro rata principle with the exception of TLR Level 3 payments))	<p>The Range for TLR Level 1 payments is £ 8,291- £ 14,030 Annual Values of TLR Level 1 payments in this School are; Not applicable.</p> <p>The Range for TLR Level 2 payments is £ 2,873- £ 7,017 Annual Values of TLR Level 2 payments in this School are; (a) £7017.00 (b) £5634.00 (c) £4256.00 (d) £2873.00</p> <p>The Range for TLR Level 3 payments is £571- £2,833 and can only be awarded for a fixed period of time established at the outset with payment made on a monthly basis for the duration of the fixed term. Although a teacher cannot hold a TLR1 or TLR2 concurrently, a teacher in receipt of either a TLR1 or a TLR2 may also hold a concurrent TLR3.</p> <p>The decision to make a payment of a TLR 3 does not constitute a restructure and the payment is not subject to safeguarding upon cessation.</p>
Special Educational Needs (SEN) Allowance (Teachers only)	The Governing Body will award a SEN allowance of no less than £2,270 and no more than £4,479 per annum where the assigned duties of a teacher meet the criteria set out in Paragraph 21 of the STPCD. The value of the spot point will be determined in relation to the structure of the School's SEN provision and the relevant criterion.
Allowance Payable to Unqualified Teachers	The Governing Body may pay an unqualified teachers' allowance to unqualified teachers where it considers, in the context of its staffing structure that the teacher has:

	<p>(a) Taken on a sustained additional responsibility which is:</p> <ul style="list-style-type: none"> <li>(i) Focused on teaching and learning; and</li> <li>(ii) Requires the exercise of a teachers' Professional skills and judgement; or</li> </ul> <p>(b) Qualifications or experience, which bring added value to the role being undertaken.</p>
Acting Allowance (Leadership Group)	<p>Where a teacher is assigned and carries out the duties of a Headteacher, Deputy Headteacher or Assistant Headteacher The Governing Body will, within 4 weeks of the commencement of such duties, determine whether or not an acting allowance is to be paid. This decision can be reviewed at any subsequent point in time.</p> <p>If a decision is made to award an acting allowance and a salary range has been determined for that Leadership post, then remuneration will be no less than the minimum of that range, otherwise remuneration will be reasonably determined by the Governing Body. For as long as an allowance is paid to a teacher, then Part 7 of the STPCD applies, as if the teacher had been appointed to that post permanently.</p>
Acting Allowance (TLR)	<p>In the case of a teacher acting up into a TLR position, the Governing Body will consider awarding appropriate remuneration for any period in excess of 4 weeks.</p>
Performance Payments to Seconded Teachers (Headteachers only)	<p>The Governing Body may pay a teacher a lump sum subject to Paragraph 10.4 and in accordance with Paragraph 24 of the STPCD, where a teacher is temporarily seconded to the post as Headteacher, in a school causing concern which is not the teachers normal place of work and it is considered that the teacher merits additional payment to reflect sustained high quality performance throughout the secondment.</p> <p>The additional payment and annual salary paid to the teacher during secondment should not exceed 25% above the maximum of the Headteacher Group for the School to which the teacher is seconded without external advice.</p>
Additional Payments (All teaching staff)	<p>The Governing Body may make such payments as they see fit to a teacher, other than a Headteacher following consultation.</p>
Recruitment & Retention Incentives & Benefits (Excludes the Leadership Group i.e. Headteacher, Deputy and Assistant Headteachers)	<p>The Governing Body may exercise its discretion with regards to making payments as it considers necessary as an incentive for the recruitment of new teachers and the retention of existing teachers.</p> <p>A recruitment allowance or benefit will be awarded where it is deemed necessary to attract a teacher. The length of time the allowance or benefit is payable will be determined at the point of recruitment.</p> <p>A retention allowance or benefit will be awarded where it is deemed necessary to retain an existing teacher. The review</p>

	<p>date, after which the allowance or benefit may be withdrawn, will be determined at the outset.</p> <p>Any award will be justified and documented.</p> <p>The Governing Bodies position on such awards will be formally reviewed in line with the review and implementation of the School's Pay Policy annually.</p>
Part Time Teachers	The salary and any allowances, except for TLR3's, will be determined in accordance with the pro rata principle, as detailed in Paragraph 40 of the STPCD.
Short Notice Teachers	An hourly rate is calculated on the following basis; Annual Salary/1265 hours per year
Car Mileage	<p>Car Mileage is paid to Teaching Staff under the Terms and Conditions of Burgundy Book, Appendix V, Paragraph 4. The current rate has been negotiated with teachers' organisations and is aligned to the current rate paid by the Local Authority. Any subsequent changes to the car mileage rate made by the Local Authority will automatically be reflected in the Model Teachers Pay Policy. The current position is as follows;</p> <p><b>DUDLEY MBC NEW COLLECTIVE AGREEMENT MARCH 2017</b></p> <p><b>Reimbursement for car mileage – using own vehicle on an authorised basis for work purposes.</b> – In line with the Collective Agreement 2017, the Council's rate of reimbursement for all car mileage claims is/will be 45p per mile. This is in line with the HMRC designated rate as representing no profit element to the employee and hence is non-taxable.</p>

#### **14.0 Salary Safeguarding**

This School recognises that salary safeguarding may be appropriate under certain circumstances as set out in the STPCD.

#### **15.0 Pay Grievances**

All teaching staff will receive an annual pay statement detailing the determination of their pay each year. The pay statement will advise staff of the decision of the Pay Committee in relation to any performance related pay outcome.

This Policy sets out the procedure that applies when a teacher is dissatisfied with a decision of the Pay Committee.

The following criteria may determine the grounds for appeal for any member of staff, however, this list is not exhaustive;

that the person or Committee by whom the decision was made:

- incorrectly applied any of the STPCD
- failed to have proper regard for statutory guidance
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased
- otherwise unlawfully discriminated against the teacher

### **15.1 Informal Resolution**

*NB – this informal stage may be triggered upon receipt of the appraisal review statement issued by the appraiser, which contains the recommendation on pay progression or the recommendation made by the Headteacher regarding Upper Pay Range progression.*

Initially, the teacher must seek to resolve the issue informally with the appraiser / Headteacher within 5 working days of receipt of the appraisal review statement. It is imperative that the informal process is completed in a timely manner to allow the teacher to submit a formal grievance, if necessary, within 10 working days of receipt of the salary review statement.

### **15.2 Formal Process**

*NB – the formal stage may be triggered upon receipt of the pay statement issued by the Pay Committee, which contains the decision on pay progression.*

The teacher has the right to be accompanied by a fellow worker, a current Trade Union Representative or an official employed by a Trade Union at all formal stages of this process. If the companion cannot attend on a proposed date, the teacher can suggest an alternative time and date so long as it is reasonable and it is not more than 5 working days after the original date. The time limits within the formal stages of this Policy may be extended by mutual agreement of all parties.

### **15.3 Stage 1 Grievance Hearing**

If it is not possible to resolve the pay grievance informally or the teacher continues to be dissatisfied, the teacher should raise the matter formally and without unreasonable delay, within 10 working days of the receipt of the pay statement. This should be done in writing to the Pay Committee and should set out the grounds of the grievance and the remedies sought. Receipt of the grievance should be acknowledged in writing within 5 working days.

The teacher will be offered a hearing normally within 10 working days and will be heard by a Committee of the Governing Body. The constitution of the Committees can be found in appendix 4. The Pay Committee should arrange for a formal meeting to be held during which the employee has an opportunity to explain their pay grievance and how they think it could be resolved. This meeting should be arranged without undue delay. The Committee should ensure they seek suitable advice prior to and/or at the Hearing, this may be from YourHR/other provider.

Any documents to be used by either side at the hearing will be made available to all involved not less than 5 full working days before the date of the hearing. Ideally this should take the form of an agreed bundle of documents.

The hearing will be held in accordance with normal Schools procedures for hearings as set out in Appendix 5 of this document.

The employee should receive a written response from the Chair of the Pay Committee within 5 working days of the outcome of the grievance hearing. Every effort should be made to keep within this timescale, however, if more time is required the employee should be notified of the reason for the delay and given a likely and realistic date for completion.

The Pay Committee will be responsible for ensuring that any actions arising from the Stage 1 Pay Grievance are carried out.

#### **15.4 Stage 2 Appeal Hearing**

If it is not possible to resolve the pay grievance at Stage 1, the teacher should raise an appeal formally in writing within 10 working days of receipt of the outcome of the Stage 1 Grievance. This should be done in writing to the Appeals Committee and should set out the nature of the appeal. The written appeal must re-affirm the grounds of the appeal and the remedies sought.

The teacher will be offered an appeal hearing normally within 10 working days and will be heard by the Appeals Committee of the Governing Body. The Committee should ensure they seek suitable advice prior to and/or at the Hearing, this may be from DefinitelyHR.

The Appeals Committee should arrange for a formal meeting to be held during which the employee has an opportunity to explain their appeal and how they think it could be resolved.

Any documents to be used by either side at the hearing will be made available to all involved not less than 5 full working days before the date of the hearing. Ideally this should take the form of an agreed bundle of documents.

The appeal will be held in accordance with normal School procedures for hearings as set out in Appendix 6 of this document.

The employee should receive a written response from the Chair of the Appeals Committee within 5 working days of receipt of the outcome of the appeal hearing. Every effort should be made to keep within this timescale however if more time is required the employee should be notified of the reason for the delay and given a likely and realistic date for completion.

The decision of the Appeals Committee is final. There is no further right of appeal within this Policy, and neither can a separate grievance be raised under the Schools Grievance procedure.

## **16.0 Guidance**

Useful supporting guidance and links to information regarding this policy and its interpretation for Governors are available at;

- Definitely HR – contact the School nominated officer,
- Revolution Website, and;
- [www.gov.uk](http://www.gov.uk).

## **17.0 Monitoring & Review**

This Policy will be monitored and reviewed by the Governing Body on an annual basis in line with the STPCD.

In addition, this Policy will need to be reviewed within the School if the School status changes to reflect employer responsibility (for example trusts/federations/academies/multi academy trusts).

## Appendices

Appendix 1	All Teachers' Pay Ranges
Appendix 2	Leadership Groups and Associated Pay Ranges
Appendix 3	Extract of STPCD, Paragraphs 9 & 10
Appendix 4	Constitution of Appropriate Committees
Appendix 5	Pay Grievance Procedure - Stage 1
Appendix 6	Pay Appeal Procedure – Stage 2

## ENGLAND excluding Inner and Outer London and the Fringe Area

		September 2018				September 2019				September 2020			
Rate Calculation		Annual Salary / 195 / 6.5				Annual Salary / 195 / 6.5				Annual Salary / 1265			
		Salary	Rate			Salary	Rate			Salary	Rate		
<b>UNQUALIFIED TEACHERS SCALE</b>													
1	U04 scp 1	17,208	13.58			17,682	13.95			18,169	14.36		
2	U04 scp 2	19,210	15.16			19,739	15.58			20,282	16.03		
3	U04 scp 3	21,210	16.73			21,794	17.20			22,394	17.70		
4	U04 scp 4	23,212	18.31			23,851	18.82			24,507	19.37		
5	U04 scp 5	25,215	19.89			25,909	20.44			26,622	21.05		
6	U04 scp 6	27,216	21.47			27,965	22.07			28,735	22.72		
<b>W00 scp</b>													
1	W00 scp 1	23,720	18.71			24,373	19.23			25,714	20.33		
2	W00 scp 2	25,594	20.19			26,298	20.75			27,600	21.82		
3	W00 scp 3	27,652	21.82			28,413	22.42			29,664	23.45		
4	W00 scp 4	29,780	23.50			30,599	24.14			31,778	25.12		
5	W00 scp 5	32,126	25.35			33,010	26.05			34,100	26.96		
6	W00 scp 6	34,665	27.35			35,619	28.10			36,961	29.22		
6+	W00 scp 6 (+2)	35,008	27.62			35,971	28.38			36,961	29.22		
<b>P00 scp</b>													
1	P00 scp 1	36,646	28.91			37,654	29.71			38,690	30.58		
2	P00 scp 2	38,004	29.98			39,050	30.81			40,124	31.72		
3	P00 scp 3	39,406	31.09			40,490	31.95			41,604	32.89		
<b>SEN</b>													
SEN 1	Minimum	2,149				2,209	1.75			2,270	1.79		
SEN 2	Maximum	4,242				4,359	3.44			4,479	3.54		
<b>TLR PAYMENTS</b>													
TLR 1	Minimum	7,853				8,069	6.37			8,291	6.55		
TLR 1	Maximum	13,288				13,654	10.78			14,030	11.09		
TLR 2	Minimum	2,721				2,796	2.21			2,873	2.27		
TLR 2	Maximum	6,646				6,829	5.39			7,017	5.55		
TLR 3	Minimum	540				555	0.44			571	0.45		
TLR 3	Maximum	2,683				2,757	2.18			2,833	2.24		

## ENGLAND excluding Inner and Outer London and the Fringe Area



		September 2018				September 2019				September 2020			
Rate Calculation		Annual Salary / 195 / 6.5				Annual Salary / 195 / 6.5				Annual Salary /1265			
		Salary	Rate			Salary	Rate			Salary	Rate		
<b>LEADING PRACTITIONER</b>													
L1		40,162	31.69			41,267	32.56			42,402	33.52		
L2		41,167	32.48			42,299	33.38			43,463	34.36		
L3		42,195	33.29			43,356	34.21			44,549	35.22		
L4		43,247	34.12			44,437	35.06			45,660	36.09		
L5		44,323	34.97			45,542	35.93			46,795	36.99		
L6		45,435	35.85			46,685	36.84			47,969	37.92		
L7		46,658	36.81			47,941	37.83			49,260	38.94		
L8		47,735	37.66			49,048	38.70			50,397	39.84		
L9		47,906	37.80			49,224	38.84			50,599	40.00		
L10		50,183	39.59			51,563	40.69			52,981	41.88		
L11		51,486	40.62			52,902	41.74			54,357	42.97		
L12		52,673	41.56			54,122	42.70			55,611	43.96		
L13		53,989	42.59			55,474	43.77			57,000	45.06		
L14		55,335	43.66			56,857	44.86			58,421	46.18		
L15		56,713	44.74			58,273	45.98			59,876	47.33		
L16		58,220	45.93			59,821	47.20			61,467	48.59		
L17		59,558	46.99			61,196	48.29			62,879	49.71		
L18		61,054	48.17			62,735	49.50			64,461	50.96		
<b>LEADERSHIP GROUP SCALE</b>													
L1		39,965	31.53			41,065	32.40			42,195	33.36		
L2		40,966	32.32			42,093	33.21			43,251	34.19		
L3		41,989	33.13			43,144	34.04			44,331	35.04		
L4		43,034	33.95			44,218	34.89			45,434	35.92		
L5		44,106	34.80			45,319	35.76			46,566	36.81		

ENGLAND excluding Inner and Outer London and the Fringe Area

Rate Calculation	September 2018				September 2019				September 2020			
	Annual Salary / 195 / 6.5				Annual Salary / 195 / 6.5				Annual Salary / 1265			
	Salary	Rate			Salary	Rate			Salary	Rate		
L6	45,213	35.67			46,457	36.66			47,735	37.74		
L7	46,430	36.63			47,707	37.64			49,019	38.75		
L8	47,501	37.48			48,808	38.51			50,151	39.65		
L9	48,687	38.41			50,026	39.47			51,402	40.64		
L10	49,937	38.97			51,311	40.49			52,723	41.68		
L11	51,234	40.42			52,643	41.54			54,091	42.76		
L12	52,414	41.35			53,856	42.49			55,338	43.75		
L13	53,724	42.39			55,202	43.55			56,721	44.84		
L14	55,064	43.44			56,579	44.64			58,135	45.96		
L15	56,434	44.52			57,986	45.75			59,581	47.10		
L16	57,934	45.71			59,528	46.97			61,166	48.35		
L17	59,265	46.76			60,895	48.05			62,570	49.46		
L18*	60,153	47.46			61,808	48.77			63,508	50.21		
L18	60,755	47.93			62,426	49.25			64,143	50.71		
L19	62,262	49.12			63,975	50.48			65,735	51.96		
L20	63,806	50.34			65,561	51.73			67,364	53.25		
L21*	64,736	51.07			66,517	52.48			68,347	54.03		
L21	65,384	51.59			67,183	53.00			69,031	54.57		
L22	67,008	52.87			68,851	54.32			70,745	55.92		
L23	68,667	54.18			70,556	55.67			72,497	57.31		
L24*	69,673	54.97			71,590	56.48			73,559	58.15		
L24	70,370	55.52			72,306	57.05			74,295	58.73		
L25	72,119	56.90			74,103	58.47			76,141	60.19		
L26	73,903	58.31			75,936	59.91			78,025	61.68		
L27*	74,985	59.16			77,048	60.79			79,167	62.58		
L27	75,735	59.75			77,818	61.40			79,958	63.21		
L28	77,613	61.23			79,748	62.92			81,942	64.78		
L29	79,535	62.75			81,723	64.48			83,971	66.38		
L30	81,515	64.31			83,757	66.09			86,061	68.03		
L31*	82,701	65.25			84,976	67.05			87,313	69.02		
L31	83,528	65.90			85,826	67.72			88,187	69.71		

**ENGLAND excluding Inner and Outer London and the Fringe Area**

	September 2018				September 2019				September 2020			
Rate Calculation	Annual Salary / 195 / 6.5				Annual Salary / 195 / 6.5				Annual Salary / 1265			
	Salary	Rate			Salary	Rate			Salary	Rate		
L32	85,605	67.54			87,960	69.40			90,379	71.45		
L33	87,732	69.22			90,145	71.12			92,624	73.22		
L34	89,900	70.93			92,373	72.88			94,914	75.03		
L35*	91,223	71.97			93,732	73.95			96,310	76.13		
L35	92,135	72.69			94,669	74.69			97,273	76.90		
L36	94,416	74.49			97,013	76.54			99,681	78.80		
L37	96,763	76.34			99,424	78.44			102,159	80.76		
L38	99,158	78.23			101,885	80.38			104,687	82.76		
L39*	100,568	79.34			103,334	81.53			106,176	83.93		
L39	101,574	80.14			104,368	82.34			107,239	84.77		
L40	104,109	82.14			106,972	84.40			109,914	86.89		
L41	106,709	84.19			109,644	86.51			112,660	89.06		
L42	109,383	86.30			112,392	88.67			115,483	91.29		
L43*	111,007	87.58			114,060	89.99			117,197	92.65		

The points marked with an \* (18\*, 21\*, 24\*, 27\*, 31\*, 35, 39\*, 43\*) on the leadership pay range are the salary figures for headteachers at or moving to the top of the school group ranges only. These apply unless the relevant body has chosen to exercise its discretion to pay a higher salary in accordance with paragraph 9 section 2 of STPCD.

## Appendix 2 Leadership Groups & Associated Pay Ranges

<b>Pay Ranges for Headteacher's 2020</b>				
<b>Group</b>	<b>Annual Pay Range</b>			
	<b>England (excluding the London Area)</b>	<b>Inner London Area</b>	<b>Outer London Area</b>	<b>Fringe Area</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
1	47,735 – 63,508	55,715 – 71,411	51,082 – 66,827	48,901 – 64,663
2	50,151 – 68,347	58,132 – 76,249	53,499 – 71,666	51,314 – 69,509
3	54,091 – 73,559	62,066 – 81,461	57,436 – 76,874	55,254 – 74,718
4	58,135 – 79,167	66,144 – 87,062	61,479 – 82,480	59,302 – 80,320
5	64,143 – 87,313	72,125 – 95,216	67,496 – 90,632	65,310 – 88,472
6	69,031 – 96,310	77,011 – 104,211	72,383 – 99,624	70,204 – 97,468
7	74,295 – 106,176	82,277 – 114,074	77,643 – 109,489	75,466 – 107,328
8	81,942 – 117,197	89,919 – 125,098	85,290 – 120,513	83,105 – 118,356

The School Teachers Pay and Conditions Document sets out the above pay ranges for head teachers' pay for each of the eight school groups. These apply unless the Governing Body exercises its discretion to exceed these limits.

Headteachers who were at the maximum of their individual pay ranges in 2015 and whose pay point coincided with the maximum of the relevant school group range may have had their pay frozen. Where this is the case, the maximum point of their individual pay range from September 2020 assuming no other adjustments are being made, will be as set out above.

## Appendix 3

Extract of STPCD 2020, Paragraph's 9 & 10 -

Determination of leadership pay ranges;

- 9.1 The relevant body must determine pay ranges for the Headteacher and for deputy Headteacher's and assistant Headteacher's in accordance with paragraphs 9.2 to 9.4.
- 9.2 When determining an appropriate pay range, the relevant body must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations. In the case of a new appointment, the relevant body may wish to consider whether the requirements of the post and the extent to which the preferred candidate meets those requirements are such that it would be appropriate to set the starting salary above the minimum of the relevant Headteacher group. The relevant body must ensure that there is appropriate scope within the range to allow for performance related progress over time.
- 9.3 Pay ranges for Headteacher's should not normally exceed the maximum of the Headteacher group. However, the Headteacher's pay range may exceed the maximum where the relevant body determines that circumstances specific to the role or candidate warrant a higher than normal payment. The relevant body must ensure that the maximum of the Headteacher's pay range and any additional payments made under paragraph 10 does not exceed the maximum of the Headteacher group by more than 25% other than in exceptional circumstances; in such circumstances, the governing body must seek external independent advice before providing such agreement and support its decision with a business case.
- 9.4 The maximum of the deputy or assistant Headteacher's pay range must not exceed the maximum of the Headteacher group for the school, calculated in accordance with paragraphs 6 to 8. The pay range for a deputy or assistant Headteacher should only overlap the Headteacher's pay range in exceptional circumstances.

Determination of temporary payments to Headteacher's;

- 10.1 Subject to paragraph 10.2 to 10.4, the relevant body may determine that payments be made to a Headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined. In each case the relevant body must not have previously taken such reason or circumstance into account when determining the Headteacher's pay range.
- 10.2 Subject to paragraph 10.3, the total sum of the temporary payments made to a Headteacher in accordance with paragraph 10.1 in any

school year must not exceed 25% of the annual salary which is otherwise payable to the Headteacher, and the total sum of salary and other payments made to a Headteacher must not exceed 25% above the maximum of the Headteacher group, except as set out in paragraph 10.4.

- 10.3 Paragraph 10.2 does not apply to additional payments made in accordance with:
- (a) paragraph 25 where those residential duties are a requirement of the post; or
  - (b) paragraph 27 to the extent that the payment is in respect of housing or relocation expenses which relate solely to the personal circumstances of that Headteacher.
- 10.4 The relevant body may determine that additional payments be made to a Headteacher which exceed the limit set out in paragraph 10.2 in wholly exceptional circumstances and with the agreement of the governing body. The governing body must seek external independent advice before producing a business case, seeking such agreement.

### Constitution of Appropriate Committees

- 1.0 Establishment of Pay Committee and Pay Appeals Committees
  - 1.1 It is recommended that Committee members are established at the first full Governing Body Meeting of the Academic Year. When selecting membership for Committees the principles of natural justice must be seen to be applied.
  - 1.2 Governors should establish a Pay Committee and a Pay Appeals Committee.
  - 1.3 A Committee shall normally include not less than three members of the Governing Body. Where a Committee is established to take a decision regarding the pay of School staff, no member of that Committee shall take part in the proceedings of the Committee established to consider any Appeal against that decision. The membership of the Appeal Committee shall include no fewer members of the Governing Body than that of the Staff Pay Committee.
  - 1.4 It is recommended that staff Governors do not form part of either the Pay Committee or the Pay Appeals Committee. All other Governors should register a potential conflict of interest at the stage in which the Committee is convened. This is to demonstrate that any decision made is fair, independent and non-prejudiced. Any Governor who has been involved in the particular action taken, or who is in any material way an interested party shall not participate as a Governor in the proceedings.

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## Order of Proceedings for the Pay Grievance – Stage 1

### 1.0 Preliminary Matters

The Chair of the Committee shall be taken by the Chair or Vice Chair of Governors, unless they are not a member of the Committee, or they are absent when the meeting begins, in which case those present shall elect from amongst their number, a person to take the Chair at the meeting during such absence. The Chair or Vice Chair cannot be an employee of the School.

It is recommended that staff Governors do not form part of The Pay Committee or the Appeals Committee. All other Governors should register a potential conflict of interest at the stage in which the Committee is convened. This is to demonstrate that any decision made is fair, independent and non-prejudiced. Any Governor who has been involved in the particular action taken, or who is in any material way an interested party shall not participate as a Governor in the proceedings.

The Chairperson of the Pay Committee has the right to seek advice during the meeting on matters of procedure and law. The adviser (s) must be appropriate. The adviser (s) is/are there to offer advice and not to vote in the decision making process.

The hearing shall take place in private session and all parties shall be reminded that proceedings are confidential.

The employee shall have the right to be accompanied by a companion, who may be a fellow worker, a current trade union representative, or an official employed by a trade union. It is the employee's responsibility to arrange to be accompanied. The employee's representative can address the Panel and confer with and advise the employee, however, the representative must not answer questions on the employee's behalf.

The Presenting Officer will have the right to be accompanied by a representative from YourHR. This representative can address the Panel, ask questions and confer with and advise the Presenting Officer.

It should be established whether any adjustments are required to the usual facilities arrangements.

Facilities shall be provided for each side to meet separately. A private waiting room will be provided for the employee and their representatives and their witnesses.

The Headteacher will normally present the case to Governors. However, in exceptional circumstances they may delegate the presentation of the



case to another officer within the School . The Headteacher should make this recommendation to the Chair of the Panel at the beginning of any hearing. It is the Chair of the Panel that will grant this request.

There may be occasions where either party request an observer. In these circumstances, the employee, their representative and the Presenting Officer should agree in principle to the observer. The formal request will be made to the Chair of the Panel to approve the request prior to the hearing commencing.

The Clerk to the Governors shall confirm that the body is correctly constituted and that the preliminary matters, as above, have been carried out.

The Chair shall, at the commencement of the meeting, set out the procedure as set out below.

## 2.0 Opening remarks by the Chair of the Panel

The parties to the matter, with their representatives, should be invited into the Hearing.

- Introduce those present, or ask each individual to introduce themselves;
- Advise that an adjournment may be requested at any time during the Hearing;
- Outline the procedure to be followed;
- Outline the reason(s) for calling the hearing.

## 3.0 Order of Proceedings

### 3.1 Pay Grievance

3.1.1 The employee and/or representative will present their case calling such witnesses as may be necessary. Written evidence may be read out, subject to the agreement of the Panel.

3.1.2 The Headteacher (or designated officer)/HR Officer may ask questions of the employee, witnesses and, where the employee's representative gives evidence, of the employee's representative.

3.1.3 The employee and/or representative may re-examine the witnesses.

- 3.1.4 The Headteacher (or designated officer)/HR Officer will present their case calling such witnesses as may be necessary. Written evidence may be read out, subject to the agreement of the Panel.
- 3.1.5 The employee and/or representative may ask questions of the witnesses and, where the Headteacher (or designated officer) gives evidence of the Headteacher (or designated officer).
- 3.1.6 The Headteacher (or designated officer)/HR Officer may re-examine the witnesses.
- 3.1.7 Members of the Panel may ask questions at any time but will seek to confine questioning until immediately prior to their re-examination
- 3.1.8 The employee or representative will sum up the case.
- 3.1.9 The Headteacher (or designated officer)/HR Officer will sum up the case.
- 3.1.10 The Chair of the Panel may recall witnesses or call for further evidence on specific points but if it becomes necessary to act in this way both parties must be recalled.
- 3.1.11 Witnesses shall only be present whilst giving evidence.

At the conclusion of the meeting the parties and any other persons present, with the exception of the Clerk and the Advisors to the Panel shall withdraw whilst the Panel deliberates.

In cases where a decision is able to be reached, the Chair of the Panel will deliver the decision and will advise the employee of their right of appeal and they should they exercise their right of appeal they should do so by stating the grounds for Appeal, in writing. The Chair of the Panel should indicate who the Appeal must be addressed to and that any Appeal should be lodged within 10 working days.

The meeting will be confirmed in writing which must be sent to the employee within 5 working days of the meeting decision by the Chair of the Panel.

### Order of Proceedings for the Appeal Committee – Stage 2

#### 1.0 Preliminary Matters

Where the Appeal is against a decision regarding pay made by the Pay Committee the Appeal will be heard by the Staff Appeals Committee referred to for the purpose of this procedure as the 'Appeals Committee'. This Committee has the power to confirm or vary any such previous decision, taking into account advice relevant advisors at their meeting. Their decision is final.

The Appeals Committee will usually consider the Appeal based on the original case presented.

The Chair of the Panel shall be taken by the Chair or Vice Chair of Governors, unless they are not a member of the Committee, or they are absent when the meeting begins, in which case those present shall elect from amongst their number, a person to take the Chair at the meeting during such absence. The Chair or Vice Chair cannot be an employee of the School.

It is recommended that staff Governors do not form part of The Pay Committee or the Appeals Committee. All other Governors should register a potential conflict of interest at the stage in which the Committee is convened. This is to demonstrate that any decision made is fair, independent and non-prejudiced. Any Governor who has been involved in the particular action taken, or who is in any material way an interested party shall not participate as a Governor in the proceedings.

The Chairperson of the Pay Committee has the right to seek advice during the meeting on matters of procedure and law. The adviser (s) must be appropriate. The adviser (s) is/are there to offer advice and not to vote in the decision making process.

The hearing shall take place in private session and all parties shall be reminded that proceedings are confidential.

The employee shall have the right to be accompanied by a companion, who may be a fellow worker, a trade union representative, or an official employed by a trade union. It is the employee's responsibility to arrange to be accompanied. The employee's representative can address the Panel and confer with and advise the employee, however, the representative must not answer questions on the employee's behalf.

The Presenting Officer will have the right to be accompanied by a representative from YourHR. This representative can address the Panel, ask questions and confer with and advise the Presenting Officer.

It should be established whether any adjustments are required to the usual facilities arrangements.

Facilities shall be provided for each side to meet separately. A private waiting room will be provided for the employee and their representatives and their witnesses.

There may be occasions where either party request an observer. In these circumstances, the employee, their representative and the Presenting Officer should agree in principle to the observer. The formal request will be made to the Chair of the Panel to approve the request prior to the hearing commencing.

The Clerk to the Governors shall confirm that the body is correctly constituted and that the preliminary matters, as above, have been carried out.

The Chair shall, at the commencement of the meeting, set out the procedure as set out below.

## 2.0 Opening remarks by the Chair of the Panel

The parties to the matter, with their representatives, should be invited into the Hearing.

- Introduce those present, or ask each individual to introduce themselves;
- Advise that an adjournment may be requested at any time during the Hearing;
- Outline the procedure to be followed;
- Outline the reason(s) for calling the hearing.

## 3.0 Order of Proceedings

### 3.1 Pay Grievance Appeal Hearing

3.1.1 The employee (Appellant) and/or representative will present the grounds for the Appeal and will call such witness as may be necessary.

3.1.2 The Presenting Officer/HR Officer may ask questions of the employee and of any witness called.

3.1.3 The appellant and/or representative may re-examine the witnesses.

- 3.1.4 The Presenting Officer/HR Officer will present their response to the appellant calling witnesses as necessary.
- 3.1.5 The appellant and/or representative may ask questions of the Presenting Officer/HR Officer and of any witness called.
- 3.1.6 The Presenting Officer/HR Officer may re-examine the witnesses.
- 3.1.7 Members of the Panel may ask questions of the parties or witnesses at any stage but will seek to confine questioning until immediately prior to their re-examination.
- 3.1.8 The Appellant or representative will sum up the case.
- 3.1.9 The Presenting Officer/HR Officer will sum up the case.
- 3.1.10 The Chair of the Panel may recall witnesses or call for further evidence on specific points but if it becomes necessary to act in this way both parties must be recalled.
- 3.1.11 Witnesses shall only be present whilst giving evidence.

At the conclusion of the meeting the parties and any other persons present, with the exception of the Clerk and the Advisors to the Panel shall withdraw whilst the Panel deliberates.

In cases where a decision is able to be reached, the Chair of the Panel will deliver the decision and will advise the employee of the outcome of their appeal. There is no further right of appeal.

The meeting will be confirmed in writing which must be sent to the employee within 5 working days of the meeting decision by the Chair of the Panel.