

Dudley Metropolitan Borough Council

People Policies



Teachers Pay Policy & Procedure

Policy Purpose:	The Governing Board / Trust Board 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 (appeals) in relation to their pay in line with the ACAS Code of Practice.
Policy Author:	Deborah Gramann
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Who does the policy apply to?	Voluntary Aided, Foundation Schools & Academies
Unions:	NASUWT, NEU, NAHT & ASCL have all been consulted on the policy updates and changes
Review Date:	September 2024

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1.0 Purpose of Policy

The Governing Board / Trust Board 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 (appeals) in relation to their pay in line with the ACAS Code of Practice.

Schools that purchase and follow the advice of YourHR and fully adopt and implement this Pay Policy will have access to qualified HR advice.

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 2023, 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 Board / Trust Board will act with integrity, confidentiality, objectivity, and honesty in the best interests of the School / Academy. The principles of this Policy are:

- To maintain and improve the quality of education for pupils in the School / Academy by having a pay policy which supports the Schools / Academy's Improvement / Development Plan.
- To demonstrate to all staff that the Governing Board / Trust Board 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 teachers (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 / Academy 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: Implementing Your Schools / Academy's Approach to Pay Oct 2022
- To illustrate that continued high quality performance should give a Leadership Group Member an expectation of movement through the pay range, 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).
- 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 Board / Trust Board will promote equality in all aspects of School / Academy 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 Document.
- '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 / Academy, this could be, for example, the Local Authority, an Academy Trust Board or Central Government.
- Trust Board means the overarching responsible body of an Academy School or Multi Academy Trust / Company:

5.0 Legal Context

The Governing Board / Trust Board will comply with relevant equalities legislation, including:

- The Employment Relations Act 1999
- The Equality Act 2010 (includes rights to Equal Pay)
- Employment Rights Act 1996
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- The Agency Workers Regulations 2010
- The Data Protection Act 2018
- General Data Protection Regulation

The Governing Board / Trust Board will monitor the impact of this policy.

6.0 Equality & Performance Related Pay

The Governing Board / Trust Board will ensure that its processes are open, transparent and fair and that pay grades and progression do not disadvantage anyone as a result of a protected characteristic. This can be achieved through annual monitoring. All decisions will be objectively justified and recorded. Adjustments will be made to take account of special circumstances, e.g. secondments & maternity – refer to the model Appraisal Policy, paragraph 5.5 – Setting Objectives.

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 / Academy 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 2023

The Governing Board / Trust Board will apply the nationally agreed pay award as set out within the STPCD 2023. In Dudley this applies to the first three points of the unqualified teachers' pay range. 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:

A 6.5% increase will be applied to all pay and allowance ranges and advisory points, with higher increases to some parts of the Main Pay Range to achieve a minimum starting salary of £30,000.

All pay uplifts will be back dated to 1 September 2023.

The award should be paid to all eligible teachers, whether located on a published pay point or not and should be independent of any progression considerations.

The treatment of teachers between existing published pay points, including the management of possible leapfrogging, will be at the discretion of the Relevant Board which should ensure that no teachers located just above the pay thresholds for eligibility are significantly disadvantaged relative to other teachers.

Relevant Bodies should ensure that implementation of the pay award complies with the National Living Wage policy.

* [The Governing Board / Trust Board to amend section 7 in line with STPCD 2023 if deviating from the above plus all other references to pay values and percentages (including Appendix 1) throughout this Pay Policy. Fundamental changes will result in the need to re-consult with unions.

A list of all pay ranges, reference points and allowances, inclusive of pay awards for 2021, 2022 and 2023 is attached in Appendix 1

8.0 Governing Board / Trust Board Responsibilities & Delegations

The Governing Board / Trust Board 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 Board / Trust Board will:

Delegate powers relating to pay matters to the **provisions committee**

The terms of reference of the provisions 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 1st 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 candidate's 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 Board
- 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 Provisions committee

The Governing Board is responsible for:

- The implementation of the STPCD
- Ensuring that sufficient funds are in place for pay progression and pay awards 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 provisions 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 Review

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

The appraiser will submit a pay recommendation to the provisions committee for all teaching staff in the School / Academy. 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 Headteacher's Performance Management Committee will submit a pay recommendation to the provisions committee for the Headteacher.

The provisions 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 provisions 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: Implementing Your Schools Approach to Pay Oct 2022

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 Determinations

10.1 Leadership Group Pay Determination

When determining the leadership pay ranges, in addition to the total unit score, the Governing Board will take into account all of the permanent responsibilities of the role, any context or challenges that are specific to the role, such as a high level of deprivation and other information 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 Board will consider exceeding the normal maximum if special circumstances arise. Where the Governing Board 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 Board 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 / Academy, on a permanent basis, the Governing Board / Trust Board of the Headteacher's original school / Academy 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 Board / Trust Board will determine the Headteacher's pay range and appropriate starting point in that range in accordance with the STPCD.

10.3 Headteacher of more than one school / Academy; 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 / Academy (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 – STPCD.

10.4 Leadership Pay Ranges

In this School / Academy the Leadership Pay Ranges are:
To be completed by the Governing Board / Trust Board

School / Academy Group Size e.g. Group 3	Group Pay Range e.g. £60,400 – 82,258
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**NB Please refer to Appendix 2 for group sizes, values, ranges, and notes on 2015 frozen pay points application. Please note that each group size range has a maximum salary for Headteachers as shown in appendix 2*

Leadership Group Role	Leadership Group Pay Range <i>* refer to Appendix 1</i>
e.g. Headteacher/Principal (normally a 7 point range)	L17-L23 £69,970 - £77,195 (see appendix 2 for group size maxima)
e.g. Deputy Headteacher/Vice Principal (normally a 5 point range)	L7-L14 £54,816- £65,010
e.g. Assistant Headteacher /Assistant Principal (normally a 5 point range)	L6-L9 £53,380 - £57,082

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

10.5 Leadership Group Progression Based on Performance

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

To move up the leadership pay range, progression will be based on an individual school performance. To be eligible for progression they must have completed a year of employment (defined as 26 weeks) since any previous progression.

School / Academy leaders will be considered by the provisions 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 their objectives and are assessed as meeting the relevant Leadership Standards as set out in the model Appraisal Policy, paragraph 5.3, 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 Policy. If an individual had been subject to an action plan in year but has made the required improvement, then pay progression will continue as expected.

The Governing Board / Trust Board will refer to Departmental Advice [DfE - STPCD] when determining the available scope for pay progression within this School / Academy.

11.0 Teachers Salary Determination

The provisions 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 provisions 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/LPPR) Pay Determination on Appointment

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

In making such determinations, the Governing Board 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 / Academy context

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

NB Schools should avoid discriminating against teachers returning to the profession following a career break whether they return to the same school / Academy or another school / Academy. Blanket policies against pay portability are likely to disadvantage women teachers who have taken a break from teaching to give birth and/or to care for their children.

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

*[Departure from any of the values set out in the section below will require union consultation at school / Academy level]

11.2 Pay Range for Unqualified Teachers (UTR)

The provisions committee will use reference points. The pay range for Unqualified Teachers in this School

Minimum Reference Point 1	£20,598
Reference Point 2	£22,961
Reference Point 3	£25,323
Reference Point 4	£27,406
Reference Point 5	£29,722
Maximum Reference Point 6	£32,134

11.3 Main Pay Range for Qualified Teachers (MPR)

The provisions committee will use reference points. The pay range for Qualified Teachers in this School is:

Minimum Reference Point 1	£30,000
Reference Point 2	£31,737
Reference Point 3	£33,814
Reference Point 4	£36,051
Reference Point 5	£38,330
Reference Point 6	£41,333

11.4 Upper Pay Range for Qualified Teachers (UPR)

The provisions committee will use reference points. The pay range for Post Threshold Teachers in this School / Academy is;

Minimum Point 1	£43,266
Reference Point 2	£44,870
Maximum Point 3	£46,525

11.5 Leading Practitioner Ranges (LPPR)

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 £47,417 (equivalent to LPPR1) and a maximum of £72,085 (equivalent to LPPR18).

Where applicable, the Leading Practitioner role(s) in this School is:

Role	Leading Practitioner Pay Range (LPPR)	Reference Points within LPPR
Leading Practitioner for X (To be confirmed on appointment)	£47,417-£50,060	LPPR 1-4

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 ECT's) to take effect from 1st September. 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 Board 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.

In the case of early career teachers (ECTs), the relevant body must determine the teacher's performance and any pay recommendation by means of the Statutory Induction Process set out in the Education (Induction Arrangements for School Teachers) (England) Regulations 2012(8). The Relevant Board must also ensure that ECTs are not negatively affected by the extension of the induction period from one to two years. This change does not prevent a school / Academy from awarding pay progression to ECTs at the end of the first year.

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

The Governing Board / will refer to Departmental Advice [DfE - STPCD] 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) / Academy(s), they may submit separate applications if they wish to apply to be paid on the UPR in that/those School(s) / Academy(s). This School / Academy will not be bound by any pay decision made by another School /Academy.

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 Application to UPR

The closing date for applications is normally 30th September each year. The application process is as follows:

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 30th September.

The Headteacher will assess the application and make a recommendation to the provisions 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 provisions 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, *[which can also be provided verbally upon request].

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 (appeal) against the decision. This 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 paragraph 15 of 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:

	Allowances and Other Payments
<p>Teaching & Learning (TLR) Payments</p> <p>(Teachers only)</p> <p>(subject to the pro rata principle with the exception of TLR Level 3 payments))</p>	<p>The Range for TLR Level 1 payments is £9,272 - £15,690.</p> <p>Annual Values of TLR Level 1 payments in this School are £9,272</p> <p>The Range for TLR Level 2 payments is £3,214 - £7,847.</p> <p>Annual Values of TLR Level 2 payments in this School are: £3,214</p> <p>The Range for TLR Level 3 payments is £639 - £3,169.</p> <p>The relevant body may award a fixed-term third TLR (TLR3) to a classroom teacher for clearly time-limited school / Academy improvement projects, or one-off externally driven responsibilities.</p> <p>The duration of the fixed-term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed-term.</p> <p>Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or a TLR2 may also hold a concurrent TLR3.</p> <p>Where a TLR3 is awarded to a part-time teacher the value should not be amended to reflect the part-time hours of the individual in receipt of the award; the pro-rata principle does not apply to TLR3s.</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>
<p>Special Educational Needs (SEN) Allowance</p> <p>(Teachers only)</p>	<p>The Governing Board / Trust Board will award a SEN allowance of no less than £2,539 and no more than £5,009 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.</p>

<p>Allowance Payable to Unqualified Teachers</p>	<p>The Governing Board may pay an unqualified teachers' allowance to unqualified teachers where it considers, in the context of its staffing structure that the teacher has:</p> <p>(a) Taken on a sustained additional responsibility which is:</p> <p style="padding-left: 40px;">(i) Focused on teaching and learning; and</p> <p style="padding-left: 40px;">(ii) Requires the exercise of a teachers' Professional skills and judgement; or</p> <p>(b) Qualifications or experience, which bring added value to the role being undertaken.</p>
<p>Acting Allowance (Leadership Group)</p>	<p>Where a teacher is assigned and carries out the duties of a Headteacher, Deputy Headteacher or Assistant Headteacher, The Governing Board 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 Board. 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>
<p>Acting Allowance (TLR)</p>	<p>In the case of a teacher acting up into a TLR position, the Governing Board will consider awarding appropriate remuneration for any period in excess of 4 weeks.</p>
<p>Performance Payments to Seconded Teachers (Headteachers only)</p>	<p>The Governing Board 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>
<p>Additional Payments</p>	<p>In accordance with paragraph 26 of the STPCD and paragraphs 60-69 of the section three guidance, the Governing Board may</p>

<p>(All teaching staff)</p>	<p>make such payments as they see fit to a teacher, other than a Headteacher, in respect of:</p> <p>Continuing professional development undertaken outside the School day:</p> <table border="1" data-bbox="565 369 1511 495"> <tr> <td data-bbox="565 369 1040 495">Amount per hour/month/term/annum*</td> <td data-bbox="1040 369 1511 495">Hourly rate for the member of staff</td> </tr> </table> <p>Activities relating to the provision of initial teacher training as part of the ordinary conduct of the School:</p> <table border="1" data-bbox="565 699 1500 825"> <tr> <td data-bbox="565 699 1057 825">Amount per hour/month/term/annum*</td> <td data-bbox="1057 699 1500 825">Hourly rate for the member of staff</td> </tr> </table> <p>Participation in out of school hours learning activity agreed between the teacher and the Headteacher:</p> <table border="1" data-bbox="565 1031 1500 1157"> <tr> <td data-bbox="565 1031 1040 1157">Amount per hour/month/term/annum*</td> <td data-bbox="1040 1031 1500 1157">Hourly rate for the member of staff</td> </tr> </table> <p>Additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools:</p> <table border="1" data-bbox="565 1394 1511 1520"> <tr> <td data-bbox="565 1394 1040 1520">Amount per hour/month/term/annum*</td> <td data-bbox="1040 1394 1511 1520">Hourly rate for the member of staff</td> </tr> </table>	Amount per hour/month/term/annum*	Hourly rate for the member of staff	Amount per hour/month/term/annum*	Hourly rate for the member of staff	Amount per hour/month/term/annum*	Hourly rate for the member of staff	Amount per hour/month/term/annum*	Hourly rate for the member of staff
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Amount per hour/month/term/annum*	Hourly rate for the member of staff								
Amount per hour/month/term/annum*	Hourly rate for the member of staff								
<p>Recruitment & Retention Incentives & Benefits</p> <p>(Excludes the Leadership Group i.e. Headteacher, Deputy and Assistant Headteachers - other than as reimbursement of reasonably incurred</p>	<p>The Governing Board 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 in accordance with paragraph 27 of the STPCD and paragraphs 70-72 of the section three guidance.</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>								

housing or relocation cost)	<p>A retention allowance or benefit will be awarded where it is deemed necessary to retain an existing teacher. The review 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 board's 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	<p>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.</p>
Short Notice Teachers	<p>An hourly rate is calculated on the following basis:</p> <p>Teachers employed on a day-to-day or other short notice basis must be paid in accordance with the provisions of Paragraph 42 of the STPCD on a daily basis calculated on the assumption that a full working year consists of 195 days periods of employment for less than a day being calculated pro rata.</p>
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>DUDLEY MBC COLLECTIVE AGREEMENT MARCH 2017</p> <p>Reimbursement for car mileage – using own vehicle on an authorised basis for work purposes. In line with the Collective Agreement 2017, the Council's rate of re-imbursment 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>
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 Board / Trust Board 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</p>

	remuneration will be no less than the minimum of that range, otherwise remuneration will be reasonably determined by the Governing Board / Trust Board. 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.
Acting Allowance (TLR)	In the case of a teacher acting up into a TLR position, the Governing Board / Trust Board will consider awarding appropriate remuneration for any period in excess of 4 weeks.
Performance Payments to Seconded Teachers (Headteachers only)	<p>The Governing Board / Trust Board 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 / academy 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 / Academy to which the teacher is seconded without external advice.</p>

14.0 Salary Safeguarding

This School will apply the provisions for salary safeguarding as set out in the STPCD.

15.0 Pay Grievances (Appeals)

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 provisions 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 provisions 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 the provisions of the STPCD
- incorrectly applied the provisions of this pay policy
- 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 provisions 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 provisions 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 Board. The constitution of the Committees can be found in Appendix 4. The provisions 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 3 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 provisions 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 provisions 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 Board. The Committee should ensure they seek suitable advice prior to and/or at the Hearing, this may be from YourHR.

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 3 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 are available at:

- YourHR – contact the School nominated officer;
- Revolution Website; and
- www.gov.uk.

17.0 Monitoring & Review

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

In addition, this Policy will need to be reviewed within the School / Academy if the School / Academy 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

Appendix 1

ENGLAND excluding Inner and Outer London and the Fringe Area

		September 2021	September 2022	September 2023
		Annual Salary	Annual Salary	Annual Salary
UNQUALIFIED TEACHER PAY RANGE				
1	scp 1	18,419	19,340	20,598
2	scp 2	20,532	21,559	22,961
3	scp 3	22,644	23,777	25,323
4	scp 4	24,507	25,733	27,406
5	scp 5	26,622	27,954	29,772
6	scp 6	28,735	30,172	32,134
MAIN PAY RANGE				
1	scp 1	25,714	28,000	30,000
2	scp 2	27,600	29,800	31,737
3	scp 3	29,664	31,750	33,814
4	scp 4	31,778	33,850	36,051
5	scp 5	34,100	35,990	38,330
6	scp 6	36,961	38,810	41,333
UPPER PAY RANGE				
1	scp 1	38,690	40,625	43,266
2	scp 2	40,124	42,131	44,870
3	scp 3	41,604	43,685	46,525
		September 2021	September 2022	September 2023
		Annual Salary	Annual Salary	Annual Salary
SPECIAL EDUCATIONAL NEEDS ALLOWANCE				
SEN 1	Minimum	2,270	2,384	2,539
SEN 2	Maximum	4,479	4,703	5,009
TLR PAYMENTS				
TLR 1	Minimum	8,291	8,706	9,272
TLR 1	Maximum	14,030	14,732	15,690

TLR 2	Minimum	2,873	3,017	3,214
TLR 2	Maximum	7,017	7,368	7,847
TLR 3	Minimum	571	600	639
TLR 3	Maximum	2,833	2,975	3,169

ENGLAND excluding Inner and Outer London and the Fringe Area

		September 2021 Annual Salary	September 2022 Annual Salary	September 2023 Annual Salary
LEADING PRACTITIONER				
L1		42,402	44,523	47,417
L2		43,463	45,639	48,606
L3		44,549	46,778	49,819
L4		45,660	47,943	50,060
		September 2021 Annual Salary	September 2022 Annual Salary	September 2023 Annual Salary
L5		46,795	49,136	52,330
L6		47,969	50,368	53,642
L7		49,260	51,725	55,088
L8		50,397	52,917	56,357
L9		51,656	54,239	57,765
L10		52,981	55,633	59,250
L11		54,357	57,075	60,785
L12		55,611	58,392	62,188
L13		57,000	59,850	63,741
L14		58,421	61,343	65,331
L15		59,877	62,871	66,958
L16		61,467	64,542	68,738
L17		62,879	66,023	70,315
L18		64,461	67,685	72,085
LEADERSHIP GROUP SCALE				
L1		42,195	44,305	47,185
L2		43,251	45,414	48,366
L3		44,331	46,548	49,574
L4		45,434	47,708	50,807
L5		46,566	48,895	52,074

L6		47,735	50,122	53,380
L7		49,019	51,470	54,816
L8		50,151	52,659	56,082
L9		51,402	53,973	57,482
		September 2021	September 2022	September 2023
		Annual Salary	Annual Salary	Annual Salary
L10		52,723	55,360	58,959
L11		54,091	56,796	60,488
L12		55,338	58,106	61,882
L13		56,721	59,557	63,430
L14		58,135	61,042	65,010
L15		59,581	62,563	66,628
L16		61,166	64,226	68,400
L17		62,570	65,699	69,970
L18*		63,508	66,684	71,019
L18		64,143	67,351	71,729
L19		65,735	69,023	73,509
L20		67,364	70,734	75,331
L21*		68,347	71,765	76,430
L21		69,031	72,483	77,195
L22		70,745	74,284	79,112
L23		72,497	76,123	81,070
L24*		73,559	77,237	82,258
L24		74,295	78,010	83,081
L25		76,141	79,949	85,146
L26		78,025	81,927	87,253
L27*		79,167	83,126	88,530
L27		79,958	83,956	89,414
L28		81,942	86,040	91,633
L29		83,971	88,170	93,902
		September 2021	September 2022	September 2023
		Annual Salary	Annual Salary	Annual Salary
L30		86,061	90,365	96,239
L31*		87,313	91,679	97,639
L31		88,187	92,597	98,616
L32		90,379	94,899	101,067
L33		92,624	97,256	103,578
L34		94,914	99,661	106,138
L35*		96,310	101,126	107,700

L35		97,273	102,137	108,776
L36		99,681	104,666	111,470
L37		102,159	107,271	114,240
L38		104,687	109,922	117,067
L39*		106,176	111,485	118,732
L39		107,239	112,601	119,921
L40		109,914	115,410	122,912
L41		112,660	118,295	125,985
L42		115,483	121,258	129,140
L43*		117,197	123,057	131,056

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 / academy 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

Pay Ranges for Headteacher's 2023				
Group	Annual Pay Range			
	England (excluding the London Area)	Inner London Area	Outer London Area	Fringe Area
	£	£	£	£
1	53,380 – 71,019	62,304 – 79,856	57,124 – 74,730	54,685 – 72,311
2	56,082 – 76,430	65,007 – 85,267	59,826 – 80,142	57,383 – 77,730
3	60,488 – 82,258	69,407 – 91,095	64,229 – 85,965	61,789 – 83,554
4	65,010 – 88,530	73,933 – 97,359	68,749 – 92,234	66,316 – 89,818
5	71,729 – 97,639	80,655 – 106,476	75,478 – 101,350	73,034 – 98,935
6	77,195 – 107,700	86,119 – 116,535	80,944 – 111,406	78,507 – 108,995
7	83,081 – 118,732	92,007 – 127,564	86,826 – 122,437	84,391 – 120,021
8	91,633 – 131,056	100,552 – 139,891	95,377 – 134,765	92,933 – 132,352

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 Board / Trust Board 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 2023 assuming no other adjustments are being made, will be as set out above.

Appendix 3

Extract of STPCD 2023, Paragraph's 9 & 10 -

Determination of leadership pay ranges:

- 9.1 The Relevant Board 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 Board 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 Board 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 Board must ensure that there is appropriate scope within the range to allow for performance related progress over time.
- 9.3 Pay ranges for Headteachers should not normally exceed the maximum of the Headteacher Group. However, the Headteachers' pay range may exceed the maximum where the Relevant Board determines that circumstances specific to the role or candidate warrant a higher than normal payment. The Relevant Board must ensure that the maximum of the Headteachers' 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 Council will 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 Headteachers' 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 Headteachers' pay range in exceptional circumstances.

Determination of temporary payments to Headteachers:

- 10.1 Subject to paragraph 10.2 to 10.4, the Relevant Board 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 Board 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 Board 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 Board / Trust Board. The Governing Board / Trust Board must seek external independent advice before producing a business case, seeking such agreement.

Appendix 4

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 Board / Trust Board 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 Board / Trust Board. 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 Board / Trust Board 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.

Appendix 5

Order of Proceedings for the Pay Grievance (Appeal) – 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 of receipt of the written confirmation of the decision.

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.

Appendix 6

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.