

## Support Staff Pay Policy



# THE SHROPSHIRE GATEWAY EDUCATIONAL TRUST

## Support Staff Pay Policy

<b>Lead Officer</b>	Trust Business Manager
<b>Approved by Board of Directors</b>	March 2022
<b>Review Cycle</b>	Annual
<b>Next Review Date</b>	September 2022

**In the development of this policy SGET has consulted with the following professional associations and Trade Unions:  
ASCL, GMB, Unison, Unite**

## **CONTENTS**

- 1. Introduction**
  - 2. Aims**
  - 3. Equalities Legislation**
  - 4. Equalities**
  - 5. School Structure & Statement of Relativities**
  - 6. Financial Considerations and the School Development Plan**
  - 7. Basic pay determination on appointment**
  - 8. Salary range and pay progression**
  - 9. Annual determination of pay**
  - 10 September pay uplift**
  - 11 Appraisal and performance**
  - 12 Overtime/Additional hours /Additional payment**
  - 13 Honorarium payments**
  - 14 Bank holiday pay and Annual leave**
  - 15 Payment on leaving**
  - 16 Salary sacrifice**
  - 17 Pay appeals**
  - 18 Review and monitoring of this policy**
- Appendix 1 – Support Staff Pay Range**  
**Appendix 2 – Application for an honorarium**  
**Appendix 3 – Pay committee including terms of reference**  
**Appendix 4 – Appeals Procedure**

# Policy for determining Support Staff Pay

## 1. Introduction

This policy sets out the Shropshire Gateway Educational Trust (all schools) policy for making decisions on support staff pay.

The Trust and the Governing Body are committed to taking decisions in accordance with the 'key principles of public life': objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all staff employed in the academy, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.

The procedures set out in this policy seek to ensure that this is achieved in a fair equitable and transparent way.

The Governing Body will ensure that appropriate funding is allocated for pay progression for all eligible staff. Pay decisions outside of the incremental progression within grades will need to take account of academy financial resources.

The policy covers the pay of support staff and through it the governing body will seek to ensure that all staff employed at the school/Trust are valued and receive due recognition for their work and contribution to school life.

All pay ranges and values are outlined in **Appendix 1**.

## 2. Aims

In adopting this pay policy, the aims of the Trust in exercising its responsibility over decisions through this policy are:

- to maintain and improve the quality of the education provided for pupils
- to maximise the quality of teaching and learning at the school
- to support the recruitment, retention and development of a high quality, motivated support staff workforce
- to enable the school to recognise and reward support staff appropriately for their contribution
- to help to ensure that decisions on pay are managed in a fair, just and transparent way
- To underpin the Trust's appraisal policy
- to support the equal opportunities statement adopted by the Trust

Pay decisions at each school are made by the Governing Board by recommendation from the Headteacher. The Headteacher will recommend pay decisions to the committee in accordance with this policy and the appraisal policy. Pay decisions for Trust central team is made by the Executive Headteacher to the Board of Directors.

This policy reflects that the Trust must act in accordance with the statutory and contractual obligations placed upon it by the School Staffing (England) Regulations 2009 and all other appropriate legislation and agreements.

The Trust and the Governing Body pay due regard to advice issued by the Local Government Association (LGA), National Joint Council (NJC) scales and recognised trade unions and other National bodies as appropriate, along with relevant statutory legislation.

The Shropshire Gateway Educational Trust (SGET) have chosen to continue to use the Local Government Services National Agreement on Pay and Conditions of Service (the “Green Book”).

This policy covers pay arrangements for all support staff in our schools and has been drawn up following consultation with support staff and by the recognised trade unions for support staff.

This policy will seek to establish an open and transparent framework through which pay decisions are made.

### **3. Equalities legislation**

The Governing Body/Trust recognises its responsibilities under relevant legislation including will comply with relevant equalities legislation and will ensure that all pay related decisions are taken equitably and fairly, in compliance with statutory requirements.

- Employment Relations Act 1999
- Equality Act 2010
- 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 governing body will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

### **4. Equalities**

The governing body will ensure that its processes are open, transparent and fair. All decisions will be objectively justified.

The Trust will follow the Department for Education advice regarding Equalities considerations as part of the appraisal and pay determination process.

## **5. School structure and statement of relativities**

The school's governing body is responsible for determining the school's staffing structure which will be reviewed annually in the light of the school's budget, pupil number on roll and any curriculum or other organisational requirements.

The governing body maintains a staffing structure which is clear and transparent and which enables the school to focus on teaching and learning. This should be reflected by:

- A structure chart/plan indicating the number and type of posts (teaching and support) by title and level of responsibility (e.g. leadership group by pay points range, teaching posts by TLR payment level, support staff posts by grade)
- Clearly defined roles reflected in an agreed job description/person specification for each post

Through this pay policy the governing body will ensure that there is proper pay relativity between posts in the school in order that appropriate differentials are maintained in a coherent and rational structure. Appropriate differentials will recognise accountability and job weight, and the governing body's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

## **6. Financial considerations and the school development plan**

Pay decisions impact on the school's financial resources and have implications for budget planning. In determining its budget plan the governing body will ensure that account has been taken of the anticipated cost of pay increases under this policy and that appropriate funding is allocated each year.

The governing body will ensure that the school's staffing structure reflects its curricular and organisational strategy as set out in the School Development Plan and that decisions on pay arise from consideration of the current and future needs and priorities of the school, are consistent with job descriptions, give proper weight to the work required in the school and are taken within a clear financial context.

The financial consequences of any proposals to increase pay of posts within the school's staffing structure will be carefully considered by the headteacher and the governing body (or committee with delegated responsibility). Consideration of costs will take full account of on-costs for employer national insurance and pension contributions.

## **7. Basic pay determination on appointment**

The Governing Body/Trust will determine the pay for a vacancy prior to advertising it in accordance with the pay range(s) set in this policy. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

In making this determination the following is calculated:

- Appendix 1 lists pay scales based on 52.14 working weeks in a year.
- Support staff who do not work 52.14 weeks of the year are considered to be part time.
- Staff who work term time only, who do not work PD days, are paid for 43.21 weeks per year (divided into 12 equal payments).
- Staff who work term time only, who do work PD days, are paid 44.21 weeks per year (divided into 12 equal payments).
- Holiday pay is included in the above calculations. After 5 years' service, an additional week of holiday pay is allocated (e.g. 43.21 rises to 44.21).
- A standard working week is 37 hours and the pay scales listed in Appendix 1 reflect this. Staff that work part-time hours are paid a pro-rata equivalent.

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

- the specific requirements of the post
- the specialist knowledge required for the post
- the experience required to undertake the specific duties of the post
- the needs of the schools staffing structure
- the wider school context

These decisions can be delegated to the Headteacher.

The Headteacher and governing body will use their best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator in line with the Equality Act 2010.

## **8. Salary Ranges and Pay Progression**

A decision on the pay of support staff, as reflected within the school's staffing structure, will be the responsibility of the governing body or a Committee with delegated responsibility for the setting of the school's staffing establishment and school budget.

All eligible support staff will have their pay reviewed annually and progression within the assigned range will be actioned unless there are formal performance concerns which have been raised by the appraisal process (see Appraisal and Capability Policies). Once the top of the agreed pay range is reached, progression ceases.

Decisions will be made in accordance with the provisions of this policy. Support staff have the right to raise formal appeals against pay determinations if they believe that the Headteacher or Committee making a pay decision:

- Incorrectly applied this pay policy;
- Failed to have proper regard to any statutory guidance;
- Failed to take proper account of relevant evidence;
- Took account of irrelevant or inaccurate evidence;
- Was biased or;
- Unlawfully discriminated against the support staff.

## **9. Annual determination of pay**

The Governing Body will consider pay recommendations regarding any increase to pay under this pay policy. Any agreed increase to support staff pay and allowance ranges will take effect annually from 1 September.

Where a pay determination through job evaluation or redeployment leads to the start of a period of safeguarding, the relevant body will give the required notification as soon as possible and no later than one month after the date of the determination. Pay protection period, if appropriate is 12 months

## **10. September Pay Uplift**

Directors will give consideration to percentage pay uplifts recommended by the NJC. If agreed, the Trust will apply this increase to the support staff pay ranges each September.

## **11. Appraisal and performance**

In this Trust all support staff can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for support staff appraisal are set out in the Trust's appraisal policy.

## **12. Overtime payments/additional hours/additional payments**

In accordance with the relevant pay-scales, support staff may be requested to undertake additional hours for specific tasks/reasons agreed in advance. In these circumstances an additional payment, as per the pay ranges, can be claimed or time off 'in lieu' agreed. Overtime claims should be to the nearest minimum 15 minute period.

## **13. Honoraria Payments**

From time to time there may be an opportunity to receive additional payment for specific time bound pieces of work.

The award of honoraria payments should be approved by the Governing Body/Directors. A record of the agreement to make the payment and the terms should be completed and a copy placed on the employee file. See Appendix 2

- Payment should not exceed £2500 per annum without Governing Body/Director approval.
- Payment can be made for a fixed period up to 12 months, if the requirement extends beyond this schools can extend for a further 12 months.
- There is no safeguarding on these payments.

#### 14. Bank holiday pay/ Annual leave

Holiday pay for term time only support staff is calculated within their pay determination number of weeks.

An all-year-round employee should request to take their annual leave in advance (via selima) to the school/trust. Annual leave is normally expected to be during school holidays unless agreed in advance by the manager and employee. There is no entitlement to leave during term time.

The annual leave year extends from 1<sup>st</sup> September to the 31st of August. Employees are expected to take their annual leave within the leave year. Holiday not taken may be carried over with the agreement of the employee's line manager.

New employees who join part way through a year are entitled to a proportionate calculation of annual leave.

Annual Leave Grade or Equivalent <i>Note extra day given in 2020 pay award plus 2 discretionary days</i>	Under 5 years' service entitlement	Over 5 years' service entitlement
<b>NJC pts1- 6</b>	21 days  22 + 2 discretionary = 24 days	28 days  28 + 2 discretionary = 30 days
<b>NJC Pts 7 – 17</b>	21 days  22 + 2 discretionary = 24 days	29 days  29 + 2 discretionary = 31 days
<b>NJC Pts 18 – 30</b>	23 days  24 + 2 discretionary = 26 days	30 days  30 + 2 discretionary = 32 days
<b>NJC Pts 31 – 42</b>	25 days  26 + 2 discretionary = 28 days	31 days  31 + 2 discretionary = 33 days



<b>NJC Pts 43 and over</b>	27 days	33 days
	28 + 2 discretionary = 30 days	33 + 2 discretionary = 35 days

## 15. Pay on leaving

If a term time only employee is due to leave employment on a Friday, he/she will be paid until the Sunday.

If an employee works until the end of a term (having worked the whole term) he/she will be paid until the notional end of the following holiday period (e.g. 31st August). This is to preserve the continuity of employment between educational establishments. The academy reserves the right to ask for confirmation of the new education establishment post and start date.

If a term time employee is starting a new role before this or leaving education, then normal notice provisions and pay will apply. Notice requirements are included in individual contracts of employment.

If an all-year-round employee is due to leave employment on a Friday, he/she will be paid until the Sunday, however, there is no right to be paid until the notional holiday end date as for term time only staff.

## 16. Salary sacrifice arrangements

Where the employer operates a salary sacrifice arrangement, support staff may participate in any arrangement and gross salary shall be reduced accordingly.

## 17. Pay appeals

The arrangements for considering appeals are set out in **Appendix 4**

The employee may seek a review of any determination in relation to their pay or any other decision taken by the relevant body (or a committee or individual acting with delegated authority) that affects their pay once within any 12 month period.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination; that the person or committee by whom the decision was made:

- incorrectly applied any provision of the Green Book or the school's Pay Policy for support staff;
- failed to take proper account of relevant evidence.
- took account of irrelevant or inaccurate evidence.
- was biased; or
- otherwise unlawfully discriminated against the employee.

## 18. Review and monitoring of this policy

The Trust will review and monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of support staff to assess its effect and the school's continued compliance with equalities legislation.

For this purpose, the Executive Headteacher will provide, for the Directors, a written annual report for consideration at its autumn term meeting.

The report will not contain any information which would enable any individual to be identified.

The Governing Body is committed to ensuring that pay decisions are fair and non-discriminatory and the following monitoring data should be included in the head teacher's report because they represent the possible grounds for unlawful discrimination:

- Race
- Sex
- Sexual orientation
- Disability
- Religion and belief
- Age
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- Part-time contracts
- Trade union membership.

The head teacher will also report on whether there have been any appeals or representations on an individual or collective basis on the grounds of alleged discrimination under any of the categories above.

## Appendix 1 Support Staff pay range with effect from 1<sup>st</sup> April 2021

		£ per annum 52.14 weeks per year 37 hours per week	Example roles
SCALE	SCP	01-Apr-21 (per hour)	
SCALE 1	1	£18333 (£9.50)	<ul style="list-style-type: none"> <li>• Cleaner</li> <li>• Catering Assistant</li> <li>• Servery Assistant</li> <li>• Lunchtime supervisors</li> <li>• Play supervisors</li> <li>• Holiday club staff</li> <li>• Wrap around staff</li> <li>• Exam Invigilator</li> </ul>
	2	£18,516 (£9.60)	
SCALE 2	3	£18,887 (£9.79)	<ul style="list-style-type: none"> <li>• Senior Cleaner and Site key holder</li> <li>• Senior Catering Assistant</li> <li>• Assistant caretaker</li> <li>• Site Assistant – Grounds</li> <li>• Site Assistant – Maintenance</li> <li>• Minibus drivers</li> <li>• Level 1 TA</li> <li>• Technician 1</li> <li>• Clerical Assistant</li> </ul>
	4	£19264 (£9.99)	
SCALE 3	5	£19,650 (£10.19)	<ul style="list-style-type: none"> <li>• Technician 2</li> <li>• Level 2 Teaching Assistant</li> <li>• Administrative Assistant</li> <li>• After school club leaders*</li> <li>• Senior site assistant</li> <li>• Sports Coach 1</li> <li>• Senior school meals Supervisor 1</li> <li>• Caretaker - primary</li> <li>• Exam invigilators</li> </ul>
	6	£20,043 (£10.39)	
SCALE 4	7	£20,444 (£10.60)	<ul style="list-style-type: none"> <li>• Level 3 Teaching Assistant</li> <li>• Administrator</li> <li>• Breakfast/After School Club Manager (Extended schools Leaders)</li> <li>• Sports Coach 2</li> <li>• Senior school meals Supervisor 2</li> <li>• Technician 3</li> <li>• Librarian 1</li> <li>• Cover Supervisor level 1</li> <li>• ICT Technician 1</li> <li>• Senior Exam Invigilator – overall supervision</li> <li>• Catering Supervisor</li> <li>• Assistant Site Manager</li> <li>• Caretaker – large primary/small secondary</li> </ul>
	8	£20,852 (£10.81)	
	9	£21269 (£11.02)	
	10	£21,695 (£11.25)	
	11	£22,129 (£11.47)	
SCALE 5	12	£22,571 (£11.70)	<ul style="list-style-type: none"> <li>• Catering Manager 1</li> <li>• HLTA</li> <li>• Exams Administrator</li> <li>• Data Administrator</li> <li>• Office Manager</li> <li>• Senior Finance Assistant</li> <li>• Cover supervisor</li> <li>• Senior sports coach</li> <li>• Trust Governance Professional</li> <li>• Plat scheme leader</li> <li>• ICT Technician 2</li> </ul>
	13	£23,023 (£11.93)	
	14	£23,484 (£12.17)	
	15	£23,953 (£12.42)	

	16	£24,432 (£12.66)	<ul style="list-style-type: none"> <li>• Cover supervisor level 2</li> <li>• Technician 4</li> <li>• Librarian 2</li> </ul>
	17	£24,920 (£12.92)	<ul style="list-style-type: none"> <li>• Headteacher's Personal Assistant</li> <li>• Site Manager/Senior Caretaker – Large secondary</li> </ul>
SCALE 6	18	£25,419 (£13.18)	<ul style="list-style-type: none"> <li>• HLTA with management of other TA's</li> <li>• IT Technician 3</li> <li>• Administration and Finance Officer</li> <li>• Bursar 1</li> <li>• Pastoral Leader</li> <li>• Catering Manager 2</li> </ul>
	19	£25,927 (£13.44)	
	20	£26,446 (£13.71)	
	21	£26,975 (£13.98)	
	22	£27,514 (£14.26)	
Senior Officer 1	23	£28,226 (£14.63)	<ul style="list-style-type: none"> <li>• SEN Hub Leader</li> <li>• HR Manager</li> <li>• School Business Manager (1) Primary</li> <li>• IT Technician 3</li> <li>• Bursar 2</li> </ul>
	24	£29,174 (£15.12)	
	25	£30,095 (£15.60)	
Senior Officer 2	26	£30,984 (£16.06)	<ul style="list-style-type: none"> <li>• School Business Manager (2) Primary</li> <li>• Childcare Manager</li> </ul>
	27	£31,895 (£16.53)	
	28	£32,798 (£17.00)	
Principal Officer 1	27	£31,895 (£16.53)	<ul style="list-style-type: none"> <li>• Senior It Technician 4</li> <li>• Senior Administrator /Office Manager</li> <li>• School Business Manger 3 Primary</li> <li>• Facilities manager 1</li> </ul>
	28	£32,798 (£17.00)	
	29	£33,486 (£17.36)	
	30	£34,373 (£17.82)	
Principal Officer 2	29	£33,486 (£17.36)	<ul style="list-style-type: none"> <li>• Assistant to the Trust Business Manager</li> <li>• Facilities Manager 2</li> </ul>
	30	£34,373 (£17.82)	

	31	£35,336 (£18.32)	
	32	£36,371 (£18.85)	
Principal Officer 3	32	£36,371 (£18.85)	<ul style="list-style-type: none"> <li>• Trust Facilities Manager 1</li> <li>• Trust Business Manager 2</li> </ul>
	33	£37,568 (£19.47)	
	34	£38,553 (£19.98)	
	35	£39,571 (£20.51)	
Principal Officer 4	35	£39,571 (£20.51)	<ul style="list-style-type: none"> <li>• Trust facilities Manager plus 1 responsibility</li> <li>• Head of Finance</li> </ul>
	36	£40,578 (£21.03)	
	37	£41,591 (£21.56)	
	38	£42,614 (£22.09)	
Principal Officer 5	38	£42,614 (£22.09)	<ul style="list-style-type: none"> <li>• Trust Estates and Facilities plus 2 responsibilities</li> <li>• Head of Finance and Business</li> </ul>
	39	£43,570 (£22.58)	
	40	£44,624 (£23.13)	
	41	£45,648 (£23.66)	
Principal Officer 6	40	£44,624 (£23.13)	
	41	£45,648 (£23.66)	
	42	£46,662 (£24.19)	
	43	£47,665 (£24.71)	

More senior posts are salaried in line with leadership responsibilities

## **Appendix 2**

### **Application for honorarium request**

This form should be used to make a one-off payment or a short-term temporary payment to support staff who are carrying out a specific additional role on a temporary basis.

The honorarium will not exceed 12 months and its value should be relative to the work and responsibilities being undertaken.

**Employee name:**

**School:**

**Funding source:**

**Role:**

**Payment type:**

One off payment of £.....

To be paid on date.....

Annual payment of £.....

To be paid monthly from date..... to date.....

**Summary of reason for honorarium payment request**

Recommended by:

Approved by:

HR processed:

Copy to employee file

## Appendix 3

### The Shropshire Gateway Educational Trust

#### Pay Committee

The main functions of this committee are to:

- consider and review the appraisal (performance management) and pay policies for the school/Trust
- undertake the appraisal of the headteacher's/Executive Headteacher performance
- review staff salaries including determination of support staff pay progression.
- consider staff grievance or harassment cases.
- hear appeals from support staff related to pay progression decisions.

#### 1. Terms of reference

The committee's responsibilities in relation to salaries and performance management are set out in Schedule 1.

The committee's responsibilities in relation to other employment issues are set out in Schedule 2.

#### 2. Membership

- a) The membership of the committee shall be:
  - three governors
  - one/two named reserve(s) in order of precedence
- b) No governor employed to work at the school shall be appointed to this committee.
- c) Members of the committee and the named reserve(s) shall be appointed annually at the autumn term meeting of the governing body.
- d) One of those appointed to the committee shall be appointed as chairman/chair of the committee either by the governing body OR by the committee.
- e) should a vacancy arise on the committee a successor shall be appointed by the governing body at its next meeting following receipt of the resignation and members so appointed shall serve until the next annual review.
- f) The governing body shall appoint the clerk who shall not be the headteacher.

- g) The headteacher/Executive Headteacher shall be entitled to attend meetings of the committee when the salaries of other staff are being reviewed.

### 3. Quorum

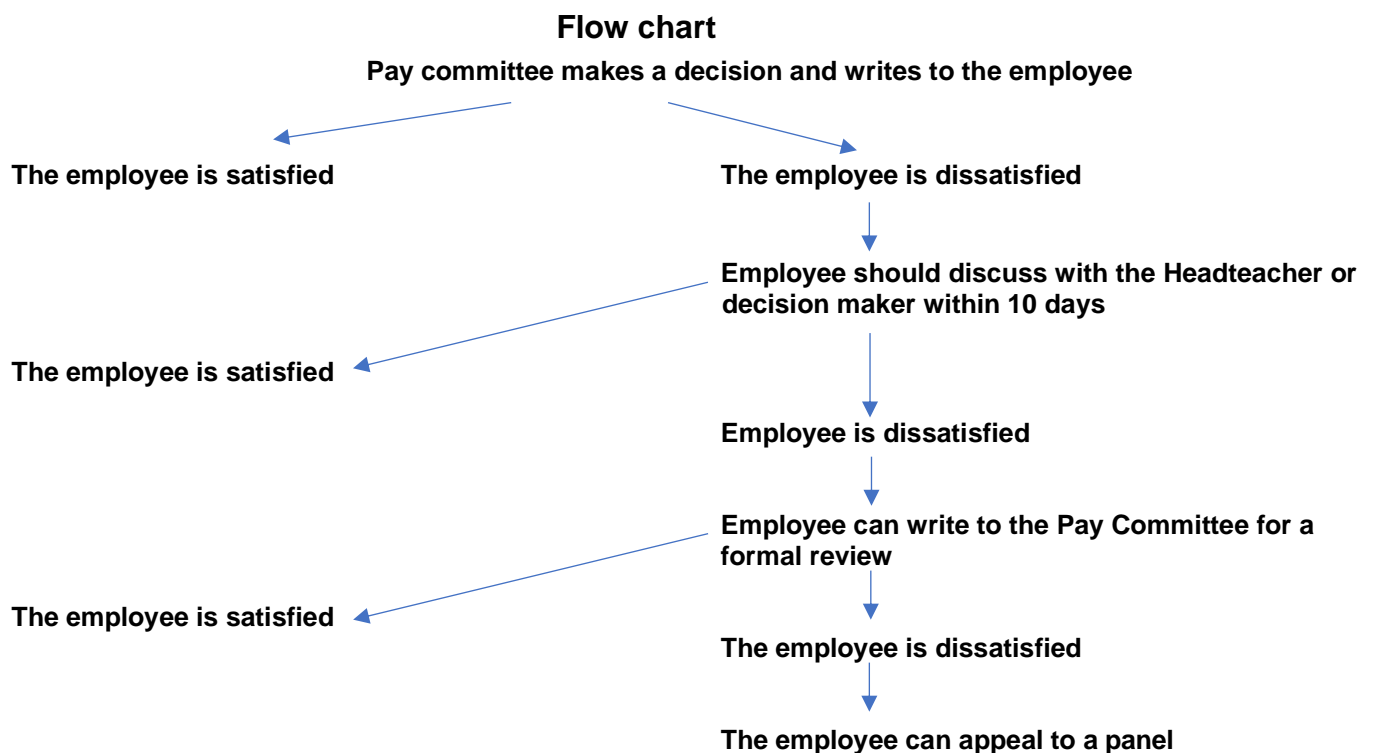
The quorum shall be all three members of the committee. A named reserve shall take the place of any member of the committee who is unable to attend a meeting.

### 4. Meetings

- a) The committee shall meet as and when necessary to fulfil its responsibilities.
- b) Meetings shall be called by the clerk of the committee and, wherever possible, seven days' notice should be given to members with an explanation of the purpose of the meeting.

### 5. Proceedings

- a) The committee shall be conducted in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 and with any other regulations or directions as may be issued from time to time.
- b) Minutes shall be kept of each meeting and shall be circulated to all members of the committee before being signed by the chairman/chair. A report shall also be submitted to the next meeting of the governing body.





## **SCHEDULE 1**

### **TERMS OF REFERENCE**

1. To operate in accordance with statutory performance management framework and the Trust's adopted policy as follows:
  - to take advice from the Trust's external adviser when agreeing objectives and reviewing the head's performance.
  - to agree performance objectives with the head.
  - to conduct the head's performance review.
  - to determine whether the outcome of the head's performance review meets the criteria for pay progression as covered under the adopted pay policy. To recommend any progression to the Trust for approval.
  - to support the head with the annual report to the LGB on performance management arrangements and outcomes.
  - To hear any appeal by a teacher against entries made within their performance review statement.
3. To hear any appeal by a teacher employed at the school against the outcome of their threshold assessment application.
4. To determine annually, as required by the School Teachers Pay and Conditions regulations and within the scope of the adopted performance management and pay policies and the salaries budget adopted by the Trust, the salaries of the teaching staff employed at the school.
5. To determine annually, in accordance with the adopted pay policy, any appropriate regulations and agreements and any other advice issued by the Trust and within the salaries budget adopted by the Trust, the salaries and gradings of support staff.
6. To deal with any other matters relating to salaries and performance management that may be referred by the Trust.

## **SCHEDULE 2**

### **TERMS OF REFERENCE**

1. To consider staff grievances where there is a referral to the committee under the grievance procedure adopted by the Trust. The committee will consider the grievance and seek to resolve the matter following a process and hearing conducted in accordance with the adopted procedure
2. To consider staff complaints of harassment where there is a referral to the committee under the procedure adopted by the Trust. The committee will consider the complaint and seek to resolve the matter following a process and hearing conducted in accordance with the adopted policy.

## **Appendix 4**

### **Pay Appeals**

The employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made.

If the employee is not satisfied, they should seek to resolve this by discussing the matter informally with the Headteacher or decision maker within ten working days of the decision.

Where an informal discussion is not possible, or where the employee continues to be dissatisfied, they may follow a formal process.

The employee should set down in writing the grounds for questioning the pay decision and send it to the Pay Committee, within ten working days of the notification of the decision being questioned or of the outcome of the informal discussion referred to above.

The Pay Committee should arrange a meeting to consider the employee's concerns and give the employee the chance to make representations in person.

Following the meeting the employee should be informed in writing within three working days of the outcome of the review and their right to appeal.

If the employee wishes to appeal, they should provide written notification to the Governance professional of the grounds for their appeal, within ten working days of notification of the outcome of the review.

Any appeal should be heard by a panel of three governors who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The employee will be given the opportunity to make representations in person.

The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

For any formal meeting the employee is entitled to be accompanied by a union representative or work colleague

## **Appendix 5**

### **Pay Policy Appeal Hearing Procedure**

Establish that the meeting is to hear an appeal against a decision taken under the Pay Policy.

All evidence submitted for consideration should have been circulated in advance (Chair to check that all involved have been provided with identical evidence).

### **Conduct of the Appeal**

The procedure for the conduct of the appeal will be as follows:

- An appeals committee will be constituted from three members of the governing body not involved in the decision against which the appeal is being made. The Trust HR leader may be present as necessary and give advice, which should be considered.
- The Chair will confirm their role, introduce those present and confirm the status and purpose of the meeting.
- The Head or the Chair of the Committee of the Governing Body which made the decision will be asked to set out the basis for the decision and appropriate supporting evidence.
- The employee and/or his/her representative will present the grounds for the appeal and evidence that supports their case.
- The Head and Chair and Members of the Committee may ask questions of the employee and/or his/her representative.
- The employee and/or his/her representative, Chair and Members of the Committee may ask questions of the Head, Chair of the Committee which made the decision.
- The Head/Chair of the Committee which made the decision will be invited to make any further comments and to sum up.
- The employee and/or his/her representative will be invited to make any further comments and to sum up.
- An adjournment will then be called in order for a decision to be considered. The Clerk to the Appeal Committee and the HR leader where present will remain with the Committee.
- The Chair will confirm the timescale that the appellant will be informed of the decision, the reasons for it and that the decision, which is a final decision, will be confirmed in writing
- It is the responsibility of the Chair of the Committee to ensure that a minute of the appeal meeting is kept. This should record the date and time of the meeting, those present, the main points of the hearing and the decision of the Committee.