

Pay Policy 2019- 2020



2019-2020

Document Name	Model School Pay Policy	
Document Author	HR – Denbighshire, Wrexham & Flintshire	
Document Owner	HR Business Partner, County Hall, Mold	
Summary of purpose	Employers are required to implement a pay policy. This model policy/procedure is commended to all Governing Bodies including diocesan authority schools for formal adoption.	
Review Date	This policy and procedure will be subject to change as required by legislation. The policy/procedure may be reviewed in the light of experience.	
Accessibility	This document is available in electronic format and in Welsh	
How this document was created	Draft 1: Created in consultation with teaching and support staff representatives at a regional level. Draft 2: revised in line with SPTCD 2015 Draft 3: revised in line with STPCD 2016 Draft 4: revised in line with STPCD 2017 Draft 5: revised in line with STPCD 2018 Draft 6: revised in line with STPC (Wales) D 2019	
Equalities Impact Assessment in drafting document	During the preparation of this model policy care has been taken to ensure its application regardless of disability, age; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.	
Circulation	To all schools in the Flintshire Local Authority	
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1.0	Document created	2014
2.0	Annual changes to STP&C	19.10.2015
3.0	Annual changes to STP&C	14.9.2016
4.0	Annual changes to STP&C plus amendments to salary in line with national agreement and addition of section o. relating to support staff	31.10.2017
5.0	Annual changes to STP&C	31.10.2018
6.0	Changes relating to first version of STP&C (Wales)	11.11.2019

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1.0 Interpretation & Pay Decisions for September, 2019

The pay scale in this model policy will be amended to reflect the outcomes of the Independent Welsh Pay Review Body process and national agreements in relation to the September 2019 pay increase.

This policy should apply to all employees based in schools in Flintshire who come under the control of the relevant Governing Body and is commended to Governing Bodies for adoption.

For the purposes of this agreement, any other managing bodies of those employees who are subject to teacher's terms and conditions of employment will be treated as if they are a governing body and hence be expected to assist in the identification of staff that may be potentially subject to STPC (Wales) D. The final identification, will, however be carried out by FCC, who will normally act upon the advice of the managing body.

1.1 Pay Decisions for 2019

The main changes to the document since 2018 make provision for the September 2019 pay award and amendments following devolution of powers over teachers' pay and conditions in Wales to Welsh Ministers.

The School Teachers Pay and Conditions (Wales) Document 2019 can found by using the following shortcut

<https://gov.wales/school-teachers-pay-and-conditions-wales-document-2019>

2.0 Model School Pay Policy – YBGP 24

The Governing Body of

Ysgol Brynffordd

 School

Adopted this policy on

November 25 th 2019

a) Introduction

1. This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions (Wales) Document (STPC (Wales) D) and has been consulted on with the recognised trade unions and updated in line with annual changes. A copy of this policy will be sent to all staff and a copy of the relevant documents on pay and conditions will be made available to all staff by the school.
2. In adopting this pay policy the aim is to:
 - assure the quality of teaching and learning at school;
 - support recruitment and retention and reward teachers appropriately; and
 - ensure accountability, transparency, objectivity and equality of opportunity
3. The Governing Body will maintain teachers' previous pay entitlements in accordance with the principle of pay portability and ensure that teachers suffer no financial or professional detriment as a consequence of the changes to the teachers' pay structure from September 2019 onwards.
4. Pay decisions at this school are made by the Governing Body which has delegated certain responsibilities and decision making powers to the Pay Committee. The Pay Committee shall be responsible for the establishment and review of the pay policy, subject to the approval of the Governing Body, and shall have full authority to take pay decisions on behalf of the Governing Body in accordance with this policy. The Headteacher shall be responsible for advising the Pay Committee on its decisions.
5. The Governing Body will ensure that each member of staff is provided with a job description in accordance with the school's agreed staffing structure. Job descriptions will identify key areas of responsibility. Other than through a staffing restructure, a job description can be reviewed through consultation and only be changed by agreement.

b) Pay Reviews

6. The Governing Body will ensure that each teacher's salary is reviewed annually including those within Leadership posts with effect from 1st September and that

each teacher is notified of the outcome by no later than 31 October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

7. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.
8. Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.
9. Including compliance with equalities legislation i.e. Employment rights Act 1996. Employment Relations Act 1999, Employment Act 2002. Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and Equalities Act 2010/2012.

c) Basic Pay Determination on Appointment

10. The Governing Body will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

d) Leadership teacher posts (headteacher, deputy & assistant headteachers)

11. The pay ranges for the headteacher, deputy headteacher(s) and assistant head teacher(s) will be determined in accordance with the criteria specified in the STPC (Wales) D and ensuring fair pay relativities within the school grouping provided by the relevant body.

Leadership Groups and Pay Ranges for Headteachers in Wales		
Group	Range of spine points	Annual Salary Range for Wales
1	L6 - L18*	£46,457 - £61,808
2	L8 - L21*	£48,808 - £66,517
3	L11 - L24*	£52,643 - £71,590
4	L14 - L27*	£56,579 - £77,048
5	L18 - L31*	£62,426 - £84,976
6	L21 - L35*	£67,183 - £93,732
7	L24 - L39*	£72,306 - £103,334
8	L28 - L43	£79,748 - £114,060

12. The Governing Body has established the Individual School Range (ISR) and the following pay ranges for the headteacher, deputy headteacher(s) and assistant headteacher(s)

Headteachers pay range:

L7- L13

Deputy headteacher pay range

N/A

Assistant headteacher pay range

N./A

13. The governing body will ensure the process for determining the pay of the leadership group is fair and transparent. All decisions on leadership pay must be clearly recorded for audit purposes.
14. When determining the leadership pay range, the governing body must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (such as recruitment and retention difficulties)
15. The governing body must ensure that there is appropriate scope within the range to allow for performance related progression over time.
16. The pay range for a headteacher should not normally exceed the maximum of the headteacher group. However, the governing body may determine that there are special circumstances (demonstrated through a business case) to warrant a higher salary up to a maximum of 25% above the maximum headteacher group. Governors would be expected to separate the temporary and permanent factors. In exceptional circumstances where the pay determination exceeds 25% above the maximum of the headteacher group, the Governing Body must seek external, independent advice before providing such agreement and support its decision with a business case.
17. Where the responsibility is permanent then the additional allowances are consolidated into base pay, but where it is temporary it is paid as an additional allowance and the payment will not be protected through safeguarding.
18. The Governing Body will normally appoint new leadership teachers at the bottom point of the relevant pay range.
19. The Governing Body will pay teachers as deputy or assistant headteachers only where the Governing Body is satisfied that, in the context of the teacher's duties, the role includes a significant responsibility that is not required of all classroom teachers or TLR holders, as defined with STPC (Wales) D.

20. In the case of a deputy headteacher post, the Governing Body must also be satisfied that this significant responsibility features a job weight which exceeds that expected of an assistant head teacher employed in the same school, including responsibility for discharging in full the responsibilities of the head in the absence of the headteacher.

21. Additional guidance on determining Leadership Pay is included in Part 2 of the STPC (Wales) D 2019.

e) Teachers in Maintained Schools in England and Wales

Below are the current scales for teachers in maintained schools in Wales, including lead practitioner, and minimum and maximum TLR and SEN allowances, and recommended pay levels for 2019

Teachers Main Pay Scale		TLR Allowances		SEN Allowances	
MPS 1	£24,906	1 min	£8,069	Minimum	£2,209
MPS 2	£26,041	1max	£13,654	Maximum	£4,359
MPS 3	£28,133				
MPS 4	£30,299	2 min	£2,796		
MPS 5	£32,686	2 max	£6,829		
MPS 6	£35,971				
Upper Pay Scale		3 min	£555		
		3 max	£2,757		
UPS 1	£37,654				
UPS 2	£39,050				
UPS 3	£40,490				

22. The Governing Body undertakes that it will not restrict the pay range advertised for or starting salary and pay progression prospects available for classroom teacher posts, other than the minimum of the Main Pay Range and the maximum of the Upper Pay Range.

23. The Governing Body will support the principle of pay portability in making pay determinations for all new appointees as follows:

- (a) Upon obtaining qualified teacher status (QTS) under regulations made under section 132 of the Act an unqualified teacher must be transferred to a salary within the main pay range for teachers. Where the teacher continues to be employed by the same school within which they were employed before they obtained QTS the teacher must be paid a salary which is the same as, or higher than, the sum of the salary payable as an unqualified teacher and any allowance payable under paragraph 22 as the relevant body considers to be appropriate.

When determining the starting pay for a classroom teacher who has previously worked in an LA maintained school or academy in England and Wales, the Governing Body will pay the teacher on the Main Pay Range or Upper Pay Range at a scale point which will take into account the teacher's previous pay entitlement plus any pay progression which they would have received had they remained in their previous post.

- (b) The Governing Body will also pay classroom teachers who are "post-threshold teacher" for our school as defined by the STPC (Wales) D on the Upper Pay Range. The purpose of this provision is to ensure fair pay for all teachers employed in School.

f) [Leading Practitioner teaching posts \(where applicable\)](#)

24. The Governing Body has established the following pay scale(s) for Leading Practitioner teacher posts paid on the Leading Practitioner Pay Range:

This is not applicable at this time.

Minimum (£41,267) to maximum (£62,735) in line with STPC (Wales) D 2019

25. Such posts may be established for teachers whose primary purpose is the modelling and leading improvement of teaching skills, where those duties fall outside the criteria for the TLR payment structure.

26. When determining the pay scales for such posts, the Governing Body will do this by reference to the weight of the responsibilities of the post and bearing in mind the need to ensure pay equality where posts are equally onerous and fair pay relativities between posts of differing levels of responsibility.

27. The policy of the Governing Body is to appoint any new Leading Practitioner teacher at the bottom point of the pay range.

g) Unqualified teachers

28. The Governing Body has established the following pay scale for unqualified teachers employed in classroom teacher posts:

1	£17,682
2	£19,739
3	£21,794
4	£23,851
5	£25,909
6	£27,965

h) Pay Progression Based on Performance

29. The arrangements for teacher appraisal (performance management) are set out in the school's performance management / appraisal policy.

30. Decisions regarding pay progression will be made with reference to the teachers' performance management / appraisal reports and the pay recommendations they contain. In the case of NQTs, pay decisions will be made by means of the statutory induction process. **It is important to ensure that any periods of maternity, long term sickness or secondment are not discounted from the performance management period.**

31. To be fair and transparent, assessments of performance will be properly rooted in evidence. Fairness will be assured by annual monitoring of the application of the pay policy and pay decisions by the Governing Body whilst ensuring that individuals cannot be identified.

32. The evidence used will be only that available through the performance management / appraisal process.

33. Where teachers have joined the school part way through a performance management / appraisal cycle, the Governing Body will, where necessary, seek evidence from the previous schools to assist pay decisions and will only, where necessary, seek evidence from the teachers themselves.

34. Teachers' performance management / appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay

recommendation will be made by the Governing Body (Pay Committee/ or Appeals Committee as appropriate), having regard to the performance management / appraisal report and taking into account advice from the senior leadership team.

35. The Governing Body will ensure that appropriate funding is allocated for pay progression for all eligible teachers.
36. All teachers can expect progression to the top of their pay range as a result of successful performance management / appraisal reviews, in accordance with the provision of STPC (Wales) D.
37. The Governing Body will make pay decisions according to the criteria for progression set out in section 19 of the STPC (Wales) D

Classroom Teachers in the Main Pay Range

38. *Classroom teachers on the Main Pay Range will be required to meet the professional standards - Performance Management for Teachers.* Classroom teachers will be awarded pay progression on the Main Pay Range following each successful performance management / appraisal review. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management / appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process in accordance with the provision of STPC (Wales) D.
39. Classroom teachers in their induction year will be awarded pay progression on the successful completion of induction.

Classroom Teachers on the Upper Pay Range

40. Classroom Teachers on the Upper Pay Range in accordance with the provisions of the STPC (Wales) D 2019 will be required to meet the professional teaching as defined in the new professional standards for teaching and leadership (Wales) 2017. Classroom teachers will be awarded pay progression within the Upper Pay Range subject to the Upper Pay Range Criteria. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management / appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

Leading Practitioner Teachers

41. In accordance with the provision of STPCD Leading Practitioner teachers will be awarded pay progression on their pay scales following each successful performance management / appraisal review. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management / appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

Unqualified Classroom Teachers

42. In accordance with the provision of STPC (Wales) D, Unqualified classroom teachers will be awarded pay progression on their pay scale following each successful performance management / appraisal review. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management / appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

Leadership Teachers (Headteacher, Deputy & Assistant Headteachers)

43. The governing body will consider annually whether or not to increase the salary of the member of the leadership group who have completed a year of employment since the previous pay determination, subject to the provisions of 11.2 of STPC (Wales) 2019, specifically relating to individual performance.
44. The headteacher, deputy headteacher and assistant headteacher will be awarded additional scale points within the relevant pay range in accordance with the provisions of the STPC (Wales) D 2019, section 11.2 and subject to meeting the following requirements:
 - a. The professional standards that apply to headteachers in Wales comprise of the Practising Teacher Standards and the Leadership Standards as listed in the new professional standards for teaching and leadership (Wales) 2017 and must be viewed and applied in this context.
 - b. The standards that apply to Deputy headteachers and Assistant headteachers in Wales are listed in the new professional standards for teaching and leadership (Wales) 2017 and must be viewed and applied in this context.
45. Additional guidance on pay progression for the Leadership group is included in the STPC (Wales) D 2019.

I) Applications to be paid on the Upper Pay Range

Applications and Evidence

- II) Qualified teachers may apply to be paid on the Upper Pay Range and any such application must be assessed in line with the 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.
- III) Applications may be made once a year. Where teachers wish to be assessed, they should notify their appraiser in writing which should be submitted by the teacher to the appraiser at the performance management / appraisal planning meeting. The teacher's application will be appended to their performance management / appraisal planning and review statement.
- IV) The evidence to be used will be only that available through the performance management / appraisal process.
- V) If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the Upper Pay Range in that school or schools. This school will not be bound by any pay decision made by another school.

The Assessment

- VI) An application from a qualified teacher will be successful where the Governing Body is satisfied that:
 - (a) the teacher is highly competent in all elements of the relevant standards; and
 - (b) the teacher's achievements and contribution to the school are substantial and sustained.
- VII) For the purposes of this pay policy, the Governing Body will be satisfied that the teacher has met the expectations for progression to the Upper Pay Range where the Upper Pay Range criteria have been satisfied as evidenced normally by two successful and consecutive performance management / appraisal reviews, although it is recognised that STPC (Wales) D allow discretion based on the specific evidence provided.
- VIII) Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance / management / appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

Processes and procedures

- IX) The assessment will be made within 10 working days of the receipt of the application or the conclusion of the performance management / appraisal process whichever is later. If successful, applicants will move to the Upper Pay Range from the previous 1 September and will be placed on point 1 of that pay scale. If unsuccessful, feedback will be provided by the headteacher as soon as possible and at least within 5 working days of the decision; and will cover the reasons for the decision and the appeals arrangements available to the teacher. Any appeal against a decision not to move the teacher to the Upper Pay Range will be heard under the school's general appeals arrangements.

i) Part-time Teachers

- X) Teachers employed on an on-going basis at the school but who work less than a full working week are deemed to be part – time. The Governing Body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full – time teacher in an equivalent post. Any additional hours worked by agreement from time to time will be paid at the same rate if the same role is being undertaken.

j) Short Notice / Supply Teachers

- XI) Teachers employed on a day to day or other short notice basis will be paid 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.
- XII) Teachers who are employed to teach for the full pupil day will be paid at a daily rate of 1/195th of the annual pay they would receive if engaged on a regular contract. Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will then be divided by 195 then divided again by the proportion of the full pupil day which they teach to arrive at the hourly rate in line with the STPCD and local agreements

k) Pay Increases Arising from Changes to the STPC (Wales) D

- XIII) The school will apply any nationally agreed pay awards as they occur and ensure application to each of the pay points as advised by the council.

l) Discretionary Allowances and Payments

Teaching & Learning Responsibility Payments (TLRs)

- XIV) The Governing Body pays TLR 1 and 2 payments to teachers as indicated in the attached staffing structure, in accordance with the pay ranges specified in the STPCD as updated from time to time and the following levels and values will apply:

TLR 2 PAYMENT: £2667

- XV) The criteria for the award of TLR1 and 2 payments are outlined in section 20 of the STPC (Wales) D as follows:

Before awarding any TLR1 or 2 payments, the Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

- (a) is focused on teaching and learning;
- (b) requires the exercise of a teacher's professional skills and judgement;
- (c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- (d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- (e) involves leading, developing and enhancing the teaching practice of other staff.

- XVI) In addition, before awarding a TLR1 payment, the Governing Body must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people

- XVII) In accordance with the provision of STPC (Wales) D teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR1 or TLR2 payment. The relevant body may award a fixed-term third TLR (TLR3) to a classroom teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The annual value of an individual TLR3 must be no less than £555 and no greater than £2,757. 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. Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3.

- XVIII) Before making any TLR3 payment, the Governing Body must be satisfied that the responsibilities meet a, b and d of the above criteria; that they are being awarded for clearly time limited school improvement projects or externally driven responsibilities; and that the responsibilities are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment.

- XIX) Where the Governing Body wishes to make TLR3 payments, the proposed responsibilities, level of payment (within the published range as outlined above)

and the duration of payment will be set out clearly and subject to normal consultation procedures.

- XX) The Governing Body will award SEN allowances in accordance with the criteria and provisions set out in section 21 the 2019 STPC (Wales) D. The value of SEN allowances to be paid at the school will be within the published range from £2,209 – £4,359.

Acting allowances

- XXI) Where any teacher is required to act as head teacher, deputy head teacher or assistant headteacher for a period in excess of four consecutive weeks, she / he will receive an additional allowance in order that the total pay received is equal to that within the pay range of the substantive post holder.
- XXII) Payments will be backdated to the day on which the teacher assumed those duties.

m) Other Payments

Continuing professional development outside directed time; initial teacher training activities and out-of-school learning activities.

- XXIII) In accordance with the provision of STPC (Wales) D the Governing Body will make additional payments to all teachers who agree to be directed (including the head teacher) to undertake such activities.
- XXIV) The Governing Body recognises that such activities are entirely voluntary and that some teachers' commitments will make it difficult for them to undertake such activities. Where teachers cannot attend CPD organised outside the school day, the school will endeavour to offer suitable alternative training arrangements within directed time in line with its commitment to equal opportunities.

Recruitment and retention incentives and benefits

- XXV) When the Governing Body wishes to make recruitment and retention payments to teachers, the level, duration and criteria for such payments will be determined by the pay committee as set out in the STPC (Wales) D. Such payments will be reviewed annually subject to normal consultation arrangements. Headteachers, Deputy headteachers and Assistant headteachers are not eligible for such payments other than as reimbursement of reasonably incurred housing or relocation costs.

Residential duties

XXVI) The Governing Body will determine any payments in respect of residential duties.

Safeguarding

XXVII) The Governing Body will operate salary-safeguarding arrangements in line with the provisions of the 2019 STPC (Wales) D.

Appeals

XXVIII) The arrangements for considering appeals on pay determination are set out in Part 4 of this policy.

Monitoring the Impact of the Policy

XXIX) On an annual basis the Governing Body will monitor the outcomes and impact of this policy in conjunction with union representatives and in line with equalities legislation.

n) Support Staff

XXX) The Pay Committee notes its powers to determine the pay of support staff in line with the Staffing of Maintained Schools (Wales) Regulations 2006 but acknowledge that it has to be in line with the Flintshire County Council pay and grading processes (inclusive of job evaluation) including the associated terms and conditions of employment. Other provisions of this Pay Policy are not applicable to support staff.

3.0 Roles & Responsibilities

Membership of the Pay Committee and Appeals Committee (or appropriate committee with responsibility for pay) will comprise of at least three governors. All governors will be eligible for membership of the Pay Committee. However, those staff employed in the school cannot be involved in the part of the meeting where pay or performance review of any person employed at the school is discussed, other than where any discussion where their interests are no greater than that of the generality of the employees of the school.

Establishing and Monitoring the Policy and Process

The Pay Committee is responsible for:

- Establishing the policy in consultation with the Headteacher, staff and trade union representatives, and submitting it to the Governing Body for approval
- Reviewing the policy annually, in consultation with the head teacher, staff and trade union representatives; and submitting it to the Governing Body for approval.

The Governing Body is responsible for:

- Formal approval/ adoption of the policy
- Considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy;

Application of the policy/ process

The Headteacher is responsible for:

- Ensuring that pay recommendations for the deputy and assistant head teacher(s), classroom teachers and other teaching staff are made and submitted to the Pay Committee in accordance with the terms of the policy;
- Advising the Pay Committee on its decisions; and ensuring that staff are informed of the outcome of the decision and the right of appeal.

The Chair of governors is responsible for:

- Ensuring that pay recommendation for the headteacher(s), is made and submitted to the Pay Committee in accordance with the terms of the policy;
- Ensuring that headteacher (s) are informed of the outcome of the decision and the right of appeal.

The Appeals Committee of the Governing Body is responsible for:

- Taking decisions on appeals against the decisions of the Pay Committee in accordance with the dispute resolution provisions of employment law.

4.0 Model Pay & Appeals Procedure

a) Stage One – The Pay Hearing

- As part of the pay determination process, the appraiser will make a recommendation to the headteacher as required by the Performance Management process. The headteacher will then make a recommendation to the Pay Committee.
- On determining a teacher's pay, the Pay Committee will write to the teacher advising them of the pay decision, the reasons for it and will, at the same time, confirm their right to appeal the decision to pay committee and their right to representation.
- If the teacher wishes to appeal the decision, they must do so in writing to Pay Committee, normally with 10 school working days or within a mutually agreed alternative timescale. The appeal must include a statement, in sufficient detail, of the grounds of the appeal. In the event that an initial appeal is raised, the Pay Committee must then arrange to meet the teacher to hear the representations. The headteacher and the appraiser (if different from the headteacher) should also be invited to the meeting, as witnesses, to clarify the basis for the original recommendation.
- All parties will have the opportunity to ask questions following the presentations/representations.
- The Pay Committee will reconsider the decision in private and write to the teacher to notify them of the outcome of the review and of the teacher's right of appeal to the Governing Body's Appeal Committee and their right to be represented.
- If the teacher wishes to exercise their right of appeal, they must write to the Clerk of the Governing Body at the earliest opportunity and normally within 10 school working days, including a statement of the grounds of the appeal and sufficient details of the facts on which they will rely.
- This will invoke the Second Stage of the Pay Hearings and Appeal Process

b) Stage Two – The Appeal Hearing

- On receipt of the written appeal, the Clerk to the Governing Body will establish an Appeal Committee that should consist of three governors, none of whom are employees in the school or have been previously involved in the relevant pay determination process and convene a meeting of the Appeal Committee at the earliest opportunity and no later than 20 school working days of the date on which the written

appeal was received. Both the headteacher and the appraiser may be required to attend the meeting as witnesses.

- The Chair of the Pay Committee will be invited to take the Appeal committee through the procedures that were observed in their part of the pay policy determination process. Both the headteacher and the appraiser may be required to attend the meeting as witnesses. The Chair of the Appeal Committee will invite the employee and/or their representative to set out their case.
- All parties will have the opportunity to ask questions following the presentations/representations.
- Following the conclusion of representations by all relevant parties, the Appeal Committee will then consider all the evidence in private and reach a decision. The Appeal Committee will write to the teacher notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision.
- The decision of the Appeal Committee is final.