

Consultation Comments and outcomes October 2020:

Pay Policy:

| From | Section and <i>Request/Comment</i> | Suggested Response/Action |
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| ASCL | <p><i>As this is only for teachers, it would be better to include in title.</i></p> <p><i>Employees transferring into the Trust who are subject to TUPE may have enhanced terms – would therefore like to see a reference to this to say that where enhanced terms are in place they will continue to apply.</i></p> <p><i>Purpose - Is an equality impact assessment of this policy carried out to help ensure that this is the case? Is the policy itself available in different formats for example?</i></p> <p><i>Responsibilities - What are the particular arrangements for the initial pay setting and subsequent pay determination for the CEO? Is this covered in a separate document? If so we will need sight of this please.</i></p> <p><i>Pay determination and appeal flowchart – amend 10 days to 10 ‘working’ days, add timescale for response to stages 1 and 2 to 5 working days.</i></p> <p><i>We would expect to see a statement here about how annual uplifts will be applied. It is ASCL’s position that annual uplifts should be kept separate to pay progression and that increases should be applied to all points within all pay ranges and allowances. It is clear from the pay scales that this is what has happened, but it needs to be explicit in the policy.</i></p> <p><i>Please signpost where Appraisal Policy can be accessed</i></p> <p><i>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.</i></p> | <p>Qualified in brackets – applicable to staff employed under the STPCD</p> <p>Qualified in the Introduction</p> <p>EIA has just been developed and shared with JCNC Amendment made to front page</p> <p>Policy applicable to Executive Pay to be developed and provided at a later date</p> <p>Amended</p> <p>Qualified and aligned with Appraisal Policy – progression is determined by the totality of performance as assessed through the appraisal process</p> <p>Front page amended</p> <p>Amended</p> |

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| | <p>Trust and will make pay determinations by 31st October each year (and by 31st December each year for leaders). <i>This is only for Headteachers/CEOs, other teaching school leaders should be by 31st October.</i></p> <p>Headteachers will be assigned a pay range of 7 points. Deputy and Assistant Headteachers will be assigned a pay range of 5 points. The Pay Range will be reviewed whenever there is a proposal to appoint a new school leader, where it becomes necessary to amend the Headteacher Group (because of a change in student numbers or where a school leader becomes responsible or accountable for more than one school on a permanent basis), or where it is necessary in order to reflect a significant change in responsibilities of the post, market conditions or wider school context. On appointment the relevant body will take into consideration the individual's prior knowledge and experience when determining where on the pay range to position them whilst also allowing for performance related progression over time - <i>No information on maximum salary for Headteachers, i.e. up to 25% of maximum of HTG, when it can exceed 25% and requirements around this, in line with STPCD.</i></p> <p>However, those subject to formal capability proceedings during the appraisal review period will be deemed unsatisfactory performers and will not therefore meet the requirements for pay progression - <i>Withholding increments/ pay progression would have to be in context - for example it would not be appropriate to prevent pay progression if an individual had only been subject to capability for part of the academic year and then there were subsequent improvements in performance – please revise the wording in the policy to reflect this.</i></p> <p>Should a teacher be absence for the entire annual cycle, the pay recommendation and determination may be taken on the basis that the teacher's performance (as per the most recently available Appraisal Review) might have been expected to have been maintained throughout the appraisal period in question; or postponed until information is available from the following school year and then backdated. The appraiser and/or responsible officer will confirm and record the intended approach with the teacher - <i>Where an individual has been absent during the appraisal period, objectives may be reviewed/adjusted to ensure they are relevant and reasonable for the remainder of the cycle. The appraisal outcome and pay determination should be based on the evidence of</i></p> | <p>Amended</p> <p>Covered by the qualification that salaries will be determined in accordance with paragraphs 4-10 of the Document</p> <p>Amended to reflect that those who have not met and sustained the required levels of improvement would not meet the requirements for pay progression</p> <p>Amended</p> |
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| | <p><i>performance to date in the current appraisal year, or in previous appraisal periods if there is very little to go on in the current year.</i></p> <p><i>Care needs to be taken no to be discriminatory here, DfE guidance 'Implementing your school's approach to pay' states; When a teacher returns to work from maternity leave, the school must give her any pay increase that she would have received, following appraisal, had she not been on maternity leave. Would not expect a teacher to have to wait for a backdating arrangement.</i></p> <p><i>If successful, the applicant will move to the upper pay range from 1 September in the relevant year - With pay backdated as appropriate?</i></p> <p><i>If unsuccessful, verbal confirmation of the decision will be given and written feedback will be provided within 10 working days of the decision - Feedback should be supportive and developmental.</i></p> <p><i>To begin the process the teacher should set down in writing to the Director of Human Resources (within 10 days of the decision) the grounds for their disagreement with the pay determination - The process in the appraisal policy says to write to the Clerk and cc to Director of HR, needs to be consistent.</i></p> <p><i>A teacher's request to be accompanied by a work colleague or recognised Trade Union/Professional Association representative will not be unreasonably refused. A Human Resources Adviser may be present to provide professional guidance to the decision maker(s) - This should be re-worded to state that teachers are entitled to be accompanied by... It does not need to include 'will not be unreasonably refused'</i></p> <p><i>Following the meeting the teacher will be informed in writing of the decision of the Committee and their right of appeal - Please add timeframe here – would expect written notification within 5 working days</i></p> <p><i>The timing and location of the formal meeting must be reasonable. Five working days' notice should be given of the appeal hearing and the notification of the appeal hearing will</i></p> | <p>Amended</p> <p>Amended</p> <p>Amended</p> <p>Amended</p> <p>Amended</p> <p>Amended</p> <p>Amended</p> <p>Considered but retained at 5 working days to align with other WeST policies</p> |
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| | <p>include - <i>Please allow 10 working days to enable the teacher to seek any support with the process and to help facilitate representation</i></p> <p>...the fact that the appeal hearing may take place in the teacher's absence if they are unable to attend without a satisfactory explanation - <i>Would expect that there is at least one attempt to rearrange the date so that the teacher may be present at the appeal hearing.</i></p> <p>No conclusion should be reached until representations from all parties have been considered. The decision will be given in writing and include detail of the evidence considered and the reasons for the decision - <i>Please add timeframe here – would expect this within 5 working days</i></p> <p>Salary safeguarding (where applicable) – <i>change to 'Safeguarded sum'</i></p> <p>You have the right of appeal in respect of this pay decision - <i>This letter doesn't actually detail any decision? Will this be given in addition to the appraisal outcome?</i></p> | <p>Amended to reflect that that attempts will be made if there are exceptional reasons offered for non-attendance in advance</p> <p>Amended to 5 working days</p> <p>Amended</p> <p>Letter amended to qualify that it confirms the pay decision.</p> |
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