

Amadeus Primary Academies Trust

Pay Policy

Date: February 2021	Review: September 2021
Date of approval:	By whom: Trust Board
Status: Statutory	Leadership Lead: S Bridges

INTRODUCTION

The policy sets out the framework for making decisions on pay. It has been developed to comply with the current legislation and the requirements of the School Teachers' Pay and Conditions Document ("The Document").

The School Teachers' Pay and Conditions Document requires schools and local authorities to have a Pay Policy which sets out the basis on which they determine teachers' pay; the date by which they will determine the teachers' annual pay review; and the procedures for determining appeals. Amadeus Primary Academies Trust ("The Trust") will stay within the legal framework set out in the Document, and in other relevant legislation that affects all employers (for example, legislation on equality, employment protection and data protection). All procedures for determining pay will be consistent with the principles of public life; objectivity, openness and accountability.

The Local Governing Body through the Principal shall be responsible for the appointment and management of all other staff to be employed at the Academy provided that the Local Governing Body and Principal implement and comply with the policies and procedures approved by the Trust Board. For the purposes of this policy any reference to Principal will also refer to Head of School, Headteacher, Executive Headteacher.

The decisions on pay are made after considering the recommendations of pay reviewers, and where applicable with advice from the Trust Leadership Team or Trust Board. Implementation of the Pay Policy will ensure:

- reward all staff appropriately within the budget available
- use the nationally agreed pay scales, together with the discretions available to best advantage in order to recruit and retain the highest quality staff at the appropriate rate of pay
- ensure that all staff have confidence that they are receiving fair and equal treatment
- ensure that pay arrangements are transparent and communicated to staff
- support the Trust's development plan, current priorities and targets
- set clear procedures within which pay decisions are made so that any appeals arising from decisions on remuneration are addressed objectively, fairly and within agreed timescales
- ensure that all decisions regarding pay are made with due regard to the Trust's Performance Management and Capability policies and procedures

The pay and allowances of Trust teachers and support staff are in accordance with the terms of the Document and the Trust's scheme for non-teaching employees, including the effective dates for such payments, having regard to:

- (i) the levels of pay and allowances in place already
- (ii) the published Pay Policy
- (iii) the staffing structure approved by the Trust
- (iv) the Trust and individual Academy Development Plans
- (v) the recommendations of the Principal

This procedure is effective from 1st September 2020 as approved by the Amadeus Primary Academies Trust (hereafter referred to as the Trust) and will be reviewed annually.

1. GENERAL INFORMATION

Staffing structure and job descriptions

The staffing structure of each Academy is available on request. The Trust HR Team will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the Trust. Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned. This is in order to make reasonable changes in the light of the changing needs of the Trust. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the performance management process. All job descriptions must be signed and dated by both the employee and line manager.

Performance management

The Trust will comply with the Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the performance management of teachers. Assessment will be based on evidence from a range of sources (see the Performance Management Policy). Although the Trust will establish a firm evidence base in relation to the performance of all teachers, there is a responsibility on individual teachers and line managers to work together. Teachers should also gather any evidence that they deem is appropriate in relation to meeting their objectives, the Teachers' Standards, and any other criteria (e.g an application to be paid on the Upper Pay Scale) so that such evidence can be taken into account at the Final Review meeting. The Trust HR Team will quality assure objectives to ensure fairness and consistency, they will also quality assure final review outcomes and any initial pay recommendations to also ensure consistency and fairness.

2. RESPONSIBILITIES

Trust Board Responsibilities

- Have oversight of performance management across the Academies within the Trust
- Has ownership for the Pay Policy and ensure the process is applied consistently and fairly, and is accessible to all employees within the Trust
- A member of the Trust Board may be required to attend a meeting as part of a panel later on in the formal process
- A member of the Trust Board may become involved should there be a significant concern raised about any member of staff employed by the Trust
- Will fulfil its responsibilities to Teachers: as set out in the Document, and the Conditions of Service for School Teachers in England and Wales (commonly known as the Burgundy Book), this applies to all staff contracted under the Document
- Will fulfil its responsibilities to Support Staff: as set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (the Green Book), and any local terms and conditions of employment, this applies to all staff contracted under the Green Book

- Will need to consider any updated Pay Policy and assure themselves that appropriate arrangements for linking performance management to pay are in place, can be applied consistently, and that their pay decisions can be objectively justified. They will monitor outcomes of pay decisions, including the extent to which different groups of teachers and support staff may progress at different rates, ensuring the Trust's continued compliance with the Equality Act 2010

Trust Human Resources Team Responsibilities

- Implement, review and report on the Pay Policy and Procedure
- Ensure that pay information is monitored and reviewed, and adherence to the policy is taking place at all levels
- A member of the Trust HR team will be present in all formal meetings (as outlined in this policy), but will sometimes be present for informal meetings where there is felt to be a need for specific advice and guidance
- Provide training on this policy, and review its implementation recommending any adjustments in light of experience gained
- Provide advice and assistance on individual cases
- Monitor pay in relation to performance management
- Quality assure the review paperwork for performance management across the Trust, flagging up any inconsistencies immediately
- Monitor to ensure the process has been implemented consistently across the Trust, and that the evidence supports any pay recommendations
- Ensure that there is sufficient evidence to support any pay increments
- Ensure that all starting salaries are consistent across the Trust, and where appropriate make recommendations for a review of salary attached to a specific role
- Ensure that job descriptions are fit for purpose, provide clarity on the role, and that the agreed salary matches the responsibilities of the role
- Undertake a review of all staff that haven't been awarded an increment including reviewing any member of staff that has not moved within the Upper Pay Scale

Local Governing Body Responsibilities

- Understand and adopt the Pay Policy
- Maintain oversight of pay rewards, and in liaison with the Principal review the summary provided to them in relation to pay rewards
- Contribute to discussions in relation to the Principal's pay
- Ensure that the Principal carries out his / her responsibilities
- Be aware of national guidance and any statutory changes which require Trust Board approval
- Will need to consider any updated Pay Policy and assure themselves that appropriate arrangements for linking performance management to pay are in place, can be applied consistently, and that pay decisions can be objectively justified. They will monitor outcomes of pay decisions by monitoring the annual report that is provided to them by the Trust HR Team

Principal Responsibilities

- Develop clear arrangements for linking performance management to pay progression and consult with the Trust Leadership Team or Trust HR team as appropriate
- Enable the Trust HR team to consult staff on the Performance Management and Pay policies, ensuring they are accessible to all staff

- Ensure that effective performance management arrangements are in place, and that any reviewers have the knowledge and skills to apply procedures fairly
- Ensure that annual appraisals are held for each member of staff, and that each member of staff has a formal mid-year review according to the published schedule, and regular 1:1s with their line manager during the academic year
- Provide a report to the Trust Board and Local Governing Body (anonymised) outlining the details of pay recommendations, and also those member of staff who are not recommended to receive a pay increment
- Ensure that all members of staff are informed about decisions reached, and that records are kept of recommendations and decisions made
- Submit all documentation throughout the year to the Trust HR team

Employee Responsibilities

- Engage with performance management; this includes working with their line manager to ensure that there is a secure evidence base in order for an annual pay determination to be made (where applicable)
- Keep records of their objectives and review them throughout the performance management process, raising any questions or areas of concern at the scheduled review meetings
- Share any evidence they consider relevant with their line manager via the appropriate platform
- Raise any issues / concerns with the process including incomplete reviews or inadequate setting of objectives. Staff should notify the Principal if concerns have not been resolved with their line manager. If appropriate escalate their concerns to the Trust HR Team

Differentials

Appropriate differentials will be created and maintained between posts within the Trust and individual Academies. We recognise accountability and job weight, and the Trust's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

Discretionary Pay Awards

Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria.

Safeguarding

Where a pay determination relating to a teacher leads or may lead to the start of a period of safeguarding, the Trust will comply with the relevant provisions of the Document and will give the required notification as soon as possible, and no later than one month after the determination. Similarly, pay protection arrangements for support staff will be determined if appropriate, depending on the circumstances.

Procedures

Annual reports will be presented and discussed at both Local Governing Body and Trust Board level. Any Staff Governor must withdraw from the meeting prior to this discussion. It is the responsibility of both the Chair and the Principal to ensure that this happens. The Principal must withdraw from that part of the meeting where the subject of consideration is their pay. A relevant person must withdraw where there is a conflict of interest, or any doubt about his / her ability to act impartially.

Annual Determination

All teaching staff salaries, including those of Principal and other senior leaders will be reviewed annually to take effect from 01 September (in any given year). The Local Governing Body will endeavour to review the teachers' annual pay reviews by no later than the 31 October (in any given year). The Principal's annual pay review which is

completed by the Trust Leadership Team should be completed by 31 December (in any given year). They will, however, complete the process without undue delay. Support staff salaries will also be reviewed annually.

Notification of pay determination

Decisions will be communicated to each teacher by the line manager in writing and will set out the reasons why decisions have been taken. Decisions on the pay of the Principal will be communicated by the Trust Leadership Team and in collaboration with the Trust HR Team. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded. Decisions relating to the annual review of support staff salaries will also be communicated in writing.

Acting Allowance

With approval from the Trust HR team, where a member of staff covers the full duties of a higher-grade role on a temporary basis, for example, to cover a vacancy, or in the absence of the substantive post holder (other than to cover for annual leave), for a period of at least 4 weeks, they may be paid an acting allowance equivalent to the grade of the post they are covering. Acting arrangements are time limited and will be subject to regular review. Where an employee is undertaking partial duties of a higher graded role, a special honorarium / ex gratia payment may be considered instead.

Overtime

In some circumstances voluntary paid overtime may be offered to staff to cover specific duties. In all cases, voluntary overtime must be approved in advance of any work undertaken. The rate of pay for voluntary overtime will be in accordance with contractual terms and conditions of employment, depending on the grade of the post.

Part-time Employees

Teachers: Teachers employed on an ongoing basis at the Trust but who work less than a full working week are deemed to be part-time. The Trust will provide them with 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 Academy's timetabled teaching week for a full-time teacher in an equivalent post.

Staff Training Days: all part-time staff will be required to attend Staff Training Days to ensure that no vital training or all staff communication is missed. Any additional Staff Training Days that fall over and above the directed time FTE equivalent would be subject to additional pay for attendance. It is important that all part-time staff make arrangements to be in attendance for all of the Staff Training Days that take place on a non working day. All part-time staff are encouraged to attend all training days.

Teachers employed on an ongoing basis within the Trust but who work less than a full working day or week are deemed to be part-time. At the discretion of the Principal, a teacher can be paid the additional 10% PPA as an alternative to receiving the entitlement during the school week. Where this discretion is applied the Trust HR team needs to be advised. Part-time teachers' entitlement to PPA time is pro-rata to full-time teachers.

The Trust is committed to offering flexible working and will use its best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator.

Short Notice / Supply Teachers

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 working days; periods of employment for less than a day are calculated on a pro-rata basis.

TLR Payments

TLR payments which follow the national TLR scales may be awarded to a member of staff who undertakes a significant and sustained additional responsibility that is not required of all members of staff, and that:

- Is focused on ensuring the delivery of high-quality teaching and learning for which the teacher is accountable
- Requires the continuing exercise of a member of staff's professional skills and judgement
- Has an impact on the educational progress of students other than the staff members assigned classes or groups of pupils
- Involves leading, developing and enhancing the teaching practice of other staff

3. PAY RANGES

3.1. Pay range for the CEO

The Trust Board will determine the pay range for the CEO when they propose to make a new appointment, or where there is a significant change in the responsibilities of a serving CEO. Upon the appointment of a CEO the Trust Board will need to review the pay range prior to appointment.

3.2. Pay range for the Trust Leadership Team

The CEO will determine the pay range for the Trust Leadership Team when they propose to make a new appointment, or where there is a significant change in the responsibilities of the serving team. The CEO will consult with the Chair of the Trust Board who may refer this to the Trust Board for discussion.

In relation to the educational members of the Trust Leadership Team, the pay range will be determined by the calculation of the group range in line with that of the Headteacher. Although the general rules regarding the range will be observed, as a Multi Academy Trust a range outside of the pay range is permissible if agreed by the Trust Board.

3.3. Pay range for Principals

The pay range for the Principal is set by the Trust when a new appointment is made, or where there is a significant change in the responsibilities of a serving Principal. Upon the appointment of a new Principal the pay range will need to be reviewed prior to the appointment. For the Principal, although the general rules regarding the range will be observed, as a Multi Academy Trust, a range outside of the pay range is permissible if agreed by the Trust Board.

3.4. Pay range for Deputy Headteachers and Assistant Headteachers

The pay range for Deputy and Assistant Headteachers is set by the Trust when a new appointment is made, or where there is a significant change in the responsibilities of a serving Deputy or Assistant Headteacher. They may determine the pay range as at 1 September, or at any time of the year to reflect any changes in the circumstances or job description that lead to a change in the basis for calculating their pay.

3.5. Teachers

We follow the standard pay structure, with posts paid in accordance with M1 to M6, UPS1 to UPS3 and Unqualified 1 to 6, and the Leadership Scale.

3.6. Instructors and Overseas Trained Teachers

The salary point for instructors and overseas trained teachers on the unqualified teacher scale will take into account relevant qualifications and experience. It remains at the discretion of the Trust to award pay differently should the skills, qualifications and experience dictate otherwise.

It should be noted that from April 2012 teachers who were qualified in Australia, New Zealand, USA and Canada can convert this to QTS without the need for induction and should be treated for this purpose as a qualified teacher, if the qualification is recognised by the Department for Education.

3.7. Pay Scales

The Trust have applied the national pay scales for Teachers (Outer London). Which can be found here: <https://www.nasuwat.org.uk/advice/pay-pensions/pay-scales/pay-scales-fringe-outer-london-and-inner-london.html>

We have retained the pay scales that were applied within Bromley and Bexley, although the national award of 2.75% has been applied to all scales.

4. PAYROLL

The payroll is managed by the Central Team under the direction of the Finance and Operations Director. Staff have access to their payslips and salary statements through the Amadeus Staff Portal.

Staff are issued an employee payroll number via Amadeus Payroll and monthly payslips are currently provided electronically via our portal.

4.1. Annual Salary Statement

The Central Team will run the annual salary statement after the national awards and increments have been applied for all staff.

4.2. Pension

All regular salary payments and additional allowances/payments are pensionable.

4.3. Pay Intervals

You will be paid on a calendar monthly basis in 12 equal payments.

Our teachers and support staff at St Paul's Cray are paid on the 27th of each month, or the working day immediately prior to that if the 27th falls on a weekend or public holiday.

Support staff in Castilion, Hillsgrove, Holy Trinity and St Paulinus are paid on the 15th of each month, or the working day immediately after that if the 15th falls on a weekend or public holiday.

In the event of a major system failure, payment may be delayed by up to five days. You must always maintain a suitable Bank or Building society account into which your salary can be paid.

Any overpayment made to you (however so caused) will be deductible from pay either as a lump sum, or at a reasonable deduction rate over a reasonable period of time, or may be recovered as a civil debt.

4.4. Part time staff

Teachers (in accordance with STPCD) will find the 'pro rata principle' is applied; i.e the proportion of total remuneration which corresponds to the number of hours that the teacher is employed in that capacity during the teaching week, as a proportion of the total number of hours in the teaching week.

Part time teachers will be expected to work a corresponding proportion of directed time and will receive a corresponding proportion of a full-time salary.

Support staff should refer to the payroll team.

4.5. **Salary Sacrifice**

The Trust operates a salary sacrifice scheme in relation to childcare vouchers, for those staff that are eligible. Staff that are eligible have a reduced gross pay according to the terms of the scheme, for the duration of the arrangement. The childcare voucher salary sacrifice scheme is open to staff only at the point of TUPE. The Trust does not operate any other salary sacrifice schemes. If the Trust were to introduce any new salary sacrifice schemes, any eligible member of staff wishing to be part of the scheme must complete the relevant documentation and sign agreement of the pay being deducted in relation to the scheme.

5. **PAY PROGRESSION**

5.1. **Performance Management and Performance Related Pay**

The Trust needs the effective performance of its entire staff in order to deliver the aims and vision of each Academy and the Trust. The performance management process should be a supportive and developmental process to ensure that all employees have the skills and support they need to carry out their role effectively. For teachers in particular, the process should enable them to continue to improve their professional practice and develop according to their career aspirations. Please refer to the Performance Management Policy for details.

5.2. **Support Staff Pay Progression**

Support staff will have a pay range allocated according to their role. Subject to successful performance management, they will receive an 1 point increment to the maximum of that range. This will be backdated to the 1st August. National awards are applied with an effective date of the 1st April and for those on Hay grades, the national award is backdated to the 1st July.

5.3. **Teachers Pay Progression (not UPS)**

Teachers will receive a 1 point increment subject to successful performance management.

5.4. **Application to UPS1**

Any qualified teacher who has progressed to reference point 6 of the Trust's main pay range may 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, and in deciding this they need to submit an application with supporting evidence.

Evidence should be presented against every teacher standard (please see the Performance Management Policy). Where such information is not applicable or available, e.g those returning from maternity or sickness absence, 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. Teachers therefore should ensure that they build an evidence base to support their application.

If a teacher is simultaneously employed at another Academy, they may submit separate applications if they wish to apply to be paid on the Upper Pay Range in that Academy. The Trust will not be bound by any pay decision made by another Academy.

Applications may be made once a year. The deadline for applications within this establishment will be 31 October (in any given year). A letter should be provided with the portfolio of evidence advising that the teacher wishes to apply to move to the Upper Pay Range.

All applications should include the results of reviews or appraisals under the 2012 regulations, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria). Applications should

contain evidence from at least the last two academic years, or in the case of a break in service, the years which sit either side of the break. Written requests should be with the Principal no later than 31 October of the year in which the teacher is applying for the uplift, and any adjustment to pay, if agreed, will take effect from the September applicable to the application. This application needs to be approved by the Principal, relevant Executive Lead and the CEO. Applications submitted in advance of the deadline in each year will not be considered until the deadline has passed.

An application should be in the form of a portfolio and should include a covering letter, and an endorsement from the employee's line manager.

Any appointment and/or pay increments require approval from the Trust Finance and Operations Director.

An application from a qualified teacher will be successful where the Principal is satisfied that:

- a) the teacher is highly competent in all elements of the relevant standards
 - b) the teacher's achievements and contribution to the Trust are substantial and sustained
- 'highly competent' means performance which is not only good and in the most part outstanding, but also good enough to provide coaching and mentoring to other teachers, give advice to them, and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice. The teacher's performance is assessed as having excellent depth and breadth of knowledge and skill in meeting the Teachers' Standards in the particular role they are fulfilling, and the context in which they are working.
 - 'substantial' means 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 student progress and the effectiveness of staff and colleagues.
 - 'sustained' means that the above standard will be maintained continuously over a long period, which would be a minimum of two school years. They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

The application will be assessed by the Principal, Executive Lead and CEO against the guidelines, and will include a review against the relevant career stage expectations, national standards of progress measures, and up to date Ofsted guidance.

5.5. Pay Progression within UPS

It is the responsibility of the teacher to decide whether or not they wish to apply to move up within the Upper Pay Range. To do so, they must write to the Principal setting out why they wish to move up within the Upper Pay Range, and what they have done to ensure their contribution is sustained and substantial.

A letter from a UPS qualified teacher will be successful where the Principal is satisfied that:

- a) the teacher is highly competent in all elements of the relevant standards
- b) the teacher's achievements and contribution to the school are substantial and sustained

The letter will be assessed by the Principal, Executive Lead and CEO against the guidelines and will include a review against the relevant career stage expectations, national standards of progress measures and up to date Ofsted guidance.

Where it is clear from the evidence that the teacher's performance is exceptional, in relation to the criteria set out above, and where the teacher has exceeded their objectives, the Trust may use its discretion to decide on enhanced progression from the minimum to the maximum of the Upper Pay Range. Teaching should be outstanding as defined by Ofsted.

6. Appeals

6.1. Appeals – Teachers

The appeals procedure is only concerned with matters specific to the individual and which relate to their final assessment. The following grounds of appeal are allowed:

- (i) incorrectly applied any provision of the Document (if applicable)
- (ii) failed to have proper regard for statutory guidance where applicable
- (iii) failed to take proper account of relevant evidence
- (iv) took account of irrelevant or inaccurate evidence
- (v) was biased
- (vi) otherwise unlawfully discriminated against the teacher

The appeal must be submitted in writing to the Company Secretary (clerk@apat.org.uk) under the scheme within ten working days of the individual being formally notified of the decision arising from the annual performance management assessment. The appeal will be lodged with the Trust Board.

An appeal may be lodged by the individual, or on their behalf by an appropriate trade union. Anyone has the right to be accompanied at the appeal hearing by a fellow worker or trade union representative.

6.2. Appeals – Teachers - Appeal Hearing

The appeal will generally be heard by a panel which will include representation from; Trust Board, Trust Leadership, member of the Local Governing Body or an external independent advisor. The Trust HR Team will also attend the appeal hearing. The Panel hearing the appeal will hear the case from the individual or their representative, and the response from the Principal/ Chair of the panel who made the decision.

The Panel's decision will be made in writing within five working days of the date of the hearing. The decision reached will be final.

The timescales contained within this appeals procedure may be varied by mutual consent, for example where the Panel hearing an appeal needs to undertake further investigations that cannot be completed within the timescale prescribed. Details of any extension will be communicated to the individual and (where applicable) their representative.

6.3. Appeals – Support Staff

The appeals procedure is only concerned with matters specific to the individual, and which relate to their final review. The following grounds of appeal are allowed:

- (i) failed to have proper regard for statutory guidance where applicable
- (ii) failed to take proper account of relevant evidence
- (iii) took account of irrelevant or inaccurate evidence
- (iv) was biased

- (v) otherwise unlawfully discriminated against the member of staff

The appeal must be submitted in writing to the Company Secretary (clerk@apat.org.uk) within ten working days of you being formally notified of the decision arising from your annual performance management cycle.

An appeal may be lodged by the individual or on their behalf by an appropriate trade union. Anyone has the right to be accompanied at the appeal hearing by a fellow worker or trade union representative.

6.4. Appeals – Support Staff (Hay staff only)

A consistent and accessible appeals procedure has an important part to play in ensuring that performance management is fair. The procedure must be followed whenever an individual queries a decision made under the performance management cycle.

The appeals procedure is based on three key points. The scheme is open to all. The provisions of this document cover all permanent employees that are part of the Hay Staff Appraisal Scheme.

The appeals procedure is only concerned with matters specific to the individual and which relate to their final review. Three grounds of appeal are allowed:

- (i) that the conduct of the performance management process and meetings did not accord with the provisions of the scheme
- (ii) that the content of the relevant documentation does not accurately reflect the year's performance
- (iii) that the award is inconsistent with the documentation

Should you feel aggrieved about any of these grounds, then you have the right to submit an appeal, which must be heard under the process set out below. The appeal must be submitted in writing to the Company Secretary (clerk@apat.org.uk) within ten working days of you being formally notified of the decision arising from your annual performance management.

An appeal may be lodged by you or on your behalf by an appropriate trade union. You have the right to be accompanied at the appeal hearing by a fellow worker or trade union representative.

6.5. Appeals – Support Staff - Hearing

Your appeal will be heard by a manager who did not make the original decision. A member of the Trust HR Team will also attend the appeal hearing. The manager conducting the appeal will hear the case from the individual or their representative, and the response from management.

The manager's decision will be made in writing within five working days of the date of the hearing. The decision reached will be final.

The timescales contained within this appeals procedure may be varied by mutual consent, for example where the manager hearing an appeal needs to undertake further investigations that cannot be completed within the timescale prescribed.

Details of any extension will be communicated to the individual and (where applicable) their representative.

7. REPORT FOR THE LOCAL GOVERNING BODY

The role of the Local Governing Body is to ensure that the policy is adopted and adhered to within their Academy. The LGB should expect to receive a report from the The Trust HR Team detailing the following:

Number of staff (anonymised)

- a. Permanent staff
- b. Staff where the performance management review has been completed
- c. Staff due receive an increment following performance reviews
- d. Staff working on evidence to submit an application to UPS
- e. Staff on UPS working towards collating evidence to support a move through the UPS scale

Any concerns should in the first instance be referred to the Finance and Operations Director.

8. REVIEW OF POLICY

This policy should be reviewed annually.

9. LEGISLATION

The Trust and its Local Governing Body will comply with the following relevant legislation:

- 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