

# Pay Policy

To be reviewed Annually.

Policy Agreed October 2019. To be reviewed October 2020.



## **1. Policy Statement**

The Governing Body of Everton Nursery School and Family Centre seeks to ensure that all support staff are valued and receive proper recognition and remuneration for their work and their contribution to nursery school/early years centre life.

The Governing Body will seek advice on all aspects of this policy through the Local Authority School Employment Advisory Team (SEAT) as required.

## **2. Who does this procedure apply to**

This policy applies to all staff employed to work in the nursery school/children's centre, excluding any staff whose pay is not determined by the Governing Body. The prime statutory duty of Governing Bodies as set out in the School Standards and Framework Act 1998 is to "conduct the school with a view to promoting high standards of educational achievement at the school." The Pay policy is intended to support that statutory duty.

## **3. Aims**

- \* To maintain and improve the quality of education provided for children in the school/centre by having a pay policy that supports the school's/centre's stated aims and improvement.
- \* To identify the principles by which the salary decisions for all staff will be made.
- \* To demonstrate to all staff that the Governing Body is managing its policy on pay in a fair, consistent and responsible way.
- \* To show a commitment to involving all members of staff and their Professional Associations/Trade Unions in consultation on discretionary areas of pay and conditions of service.
- \* To ensure that an equal opportunity/inclusion policy for the school/centre is established and maintained.
- \* To ensure that job descriptions and person specifications are available for all vacant posts and that job descriptions are formally updated and agreed with existing staff on a regular basis.
- \* To aid equality in recruitment by producing information for all staff about vacant posts, posts of responsibility, temporary and acting posts.
- \* To try to ensure that the staffing structure provides realistic career development opportunities for all staff.

\* To provide a means of recruiting staff in accordance with the school's needs taking into account appropriate equal opportunities policies and employment legislation.

\* To respond to recruitment and retention problems where they exist.

#### **4. Responsibility**

It is the statutory responsibility of the Governing Body to produce a Pay Policy. In exercising its functions, the Governing Body must adhere to:

- The National Joint Council for Local Government Services National Agreement of Pay and Conditions of service (Green Book).

It is the Governing Body's responsibility to ensure that the pay policy is followed having taken advice from the Headteacher on all matters. The Governing Body delegates authority to the Staffing (PFR) Committee to administer the Pay Policy on its behalf, including the determination of grades and salaries where appropriate. The Committee should comprise of a minimum of three governors, not including staff governors.

The Staffing (PFR) Committee's remit is contained in the terms of reference in Appendix 2.

Decisions of the Staffing (PFR) Committee, following notification to the full Governing Body, will be notified in writing to the member of staff concerned.

Details of the agreed Pay Appeal Procedure should be identified within the notification. If a member of staff has a query about her/his salary she/he should in the first place seek to resolve the matter informally with the Headteacher (or in the case of the Headteacher with the Chair of the Staffing (PFR) Committee). If the matter remains unresolved the Pay Appeal Procedure could, if necessary be followed (see Appendix 1).

Committee members are required to treat information about each individual's earnings as confidential.

These responsibilities are to be exercised within the constraints of the school's/centre's locally managed budget and in accordance with the school's/centre's financial and improvement plans.

#### **5. Consultation**

The Governing Body will share with staff the model Pay Policy that is adopted.

In addition the document will be circulated to all Governors, the Clerk to the Governors and any other relevant parties. i.e. Local Authority.

Any changes to individual conditions of employment should be subject to the usual consultation process.

## **6. Reviewing the Pay Policy**

The Pay Policy will be reviewed by the Staffing (PFR) Committee.

Governors will review any changes that might be necessary in respect of support staff in order to comply with the National Joint Council for Local Government Services National Agreement of Pay and Conditions of Service (Green Book) and any local agreements on employees' pay and conditions of service.

## **7. Equality of opportunity and employment legislation**

This supports equality of opportunity and will abide by all relevant legislation and in particular will not discriminate on the grounds of gender, ethnic origin, disability, religious belief, sexual orientation or age.

## **8. Racial equality**

- The Governing Body will follow the statutory code of practice on the duty to promote race equality as per the Race Relations Amendment Act 2000, Race Relations Act 1976, Equal Pay Act 1970/1975/1984, The Employment Acts 1989/2002, Employment Equality (Religion or belief) Regulations 2003, Employment Equality (Sexual Orientation) Regulations 2003/Equality Act 2010, Goods and Services 2007, Equality Act 2004/2006/2010, Single Equality Act 2010, The Employment Equality (Age) Regulations 2006/2010.

## **9. Job descriptions and person specifications**

Job descriptions (are linked to Liverpool City Council job evaluation) will be provided for all members of staff, on behalf of the Governing Body. These should be reviewed as part of the performance management process to check that they are still appropriate; any changes will be made in consultation and agreement with staff.

## **10. Recruitment and Selection**

The Governing Body should operate within the school's/centre's agreed procedure for recruitment and selection.

It is usual for all posts to be advertised (internally and/or externally), to ensure equality of opportunity. However, there are some circumstances, outlined in the Education Act 2002, in which the Governing Body might wish to exercise its discretion and might choose not to advertise. This will only occur in the following circumstances:

- Where a new school is formed from the immediately pre-existing closing school.
- Where there is no overall increase in headcount due to a matching arrangement in a restructuring exercise e.g. an amalgamation or federation.
- Where an existing fixed term contract is expiring.

## **11. Performance management/Appraisal**

All members of staff are required to participate in the arrangements made for their performance management/appraisal. This has been adopted by the Governing Body after consultation with those affected.

## **12. Pay relativity**

The Governing Body will seek to ensure that there is pay relativity between various posts within the school/centre. Where possible, appropriate differentials will be created and maintained, following the appropriate guidelines and recognising accountability, job size and the need to recruit, retain and motivate sufficient employees of the required quality at all levels.

## **13. Records**

Salary Records will be confidential to the individual concerned, the Headteacher, the Staffing Committee and other appropriate bodies.

## **14. Support staff**

The Governing Body will comply with the National Joint Council for Local Government Services National Agreement of Pay and Conditions of Service (Green Book).

## **General**

The Governing Body will endeavour to ensure that, given the resources available within the school budget, all members of staff receive proper recognition for their work and contribution to the education of the children, to the life of the school/centre and in aspiring to achieve the aims and objectives of the school's/centre's development and its improvement plan. Any use of discretion will be in accordance with the aims of the school's/centre's development plan and in accordance with criteria agreed within the Pay Policy.

The Council's Job Evaluation scheme is applied to support staff where it has been adopted by the Governing Body. The evaluation process and the right to appeal against a job evaluation decision is outlined in Appendix 1.

## **31. Review**

This policy was agreed by the Governing Body on 10/10/2019.

## **APPENDIX 1**

### **Proceedings for Appeal Committee Hearings**

The arrangements for considering appeals are as follows: -

- The employee should put in writing the grounds for questioning the pay decision within 10 working days of the initial informal discussion with the Headteacher.
- The complaint should be sent to the Chair of the Staffing Committee, who will convene the Appeals committee.
- A hearing will be held within 20 working days of the receipt of the written complaint.
- The complainant (who may be accompanied by a trade union representative or colleague) presents their case outlining the complaint.
- The Headteacher (who may also be accompanied) outlines the school's response and may ask the complainant questions.
- The Appeal Committee may question both parties.
- The Headteacher and the complainant will sum up.
- Both parties then leave the room while the panel deliberates.
- The decision of the appeal panel will be given in writing within 5 working days.
- Where the appeal is rejected, the letter will include a note of the evidence considered and the reasons for the decision.
- The decision is final and there is no recourse to the staff grievance procedure.
- The Committee is required to provide a confidential minute of the record of the decisions and of any recommendation of their meeting to the next meeting of the full Governing Body. The records should refer to "the parties" rather than the named individuals.

## **APPENDIX 2: Staffing Committee -Terms of Reference**

This committee has specific and limited delegated powers of authority to make decisions on personnel issues agreed by the Governing Body.

### **Aims:**

To address the well-being of staff including sickness, competency and capability to ensure a full, competent and healthy staff is maintained in the school/centre.

To ensure appropriate pay and conditions for staff at Everton Nursery School and Family Centre in line with national pay and condition arrangements.

To address personnel procedures in conjunction with the Local Authority School Employment Advisory Team (SEAT).

### **Objectives**

- To meet at least half termly.
- To support the Headteacher/Head of Centre where there are difficulties with the process.
- To advise the Headteacher/Head of Centre on employment issues with Human Resources.
- To be a critical friend to the Headteacher/Head of Centre.
- To make recommendations to the Governing Body.
- To support staff development.
- To support the recruitment of staff.
- To support the Headteacher/Head of Centre where there are difficulties with the pay process.
- To advise the Headteacher/Head of Centre on local and national pay and conditions as appropriate for staff pay, with support from Human Resources and to review and agree a Pay Policy.
- To establish and review a Performance Management Policy for all staff.
- To draft and keep under review Disciplinary and Grievance Procedures for approval by the Governing Body and ensure that staff are informed of these procedures.
- To consider any appeal against a decision on pay, grading or pay awards.
- To draft and keep under review the Staffing Structure in consultation with the Headteacher /Head of Centre and the Finance Committee.
- Three governors must be in attendance for a meeting to be quorate.
- To set performance management targets for the Headteacher/Head of Centre.
- To review and make decisions on the pay of staff within the Nursery School and Family Centre yearly and as appropriate.
- To address current or future recruitment needs.

**Terms of Reference Agreed: September 2018    Review Date: September 2019**