



## Appeals Procedures

The arrangements for considering appeals are as follows:

A teacher may seek a review of any determination in relation to their pay or any other decision taken by the governing body (or a committee or individual acting with delegated authority) that affects their pay.

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 -

- a) incorrectly applied any provision of the Document;
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence;
- e) was biased; or
- f) otherwise unlawfully discriminated against the teacher.

The order of proceedings is as follows:

1. The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
3. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
4. The teacher should set down in writing the grounds for questioning the pay decision and send it to the person (or committee) who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
5. The committee or person who made the determination should provide a hearing, within ten working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal.
6. 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 teacher 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.



## Pay Appeal Committee

### Membership

Minimum of 3 members of the governing body. There must be no fewer governors on the Pay Appeal Committee than there were on the Pay Committee.

Nobody who was on the Pay Committee may take part in the proceedings of the Pay Appeal Committee

The headteacher may not be a member, nor can anyone else employed to work at the school

Associate members of the governing body may be members of the committee to offer advice, but are not entitled to vote in any proceedings.

Prior agreement for visitors to attend the meeting and establish their role as to whether they are an observer or an active participant

The committee may wish to have a Personnel officer of the Local Authority present to offer advice

The committee will appoint a clerk

### Quorum

Three governors, or the same number as on the Pay Committee

### Meetings

The committee meets as required

### Terms of reference

To consider and decide on any appeals against the decision of the first committee in respect of pay awards, in accordance with pay policy procedures set out in the policy, and taking account of the current School Teachers' Pay and Conditions Document and any relevant information and advice provided

The committee will inform all parties of decisions in writing, within one working day of the appeal meeting taking place

These terms of reference were agreed by the Governing Board  Signed: Chair of Pay Committee	Date:14:11:24
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