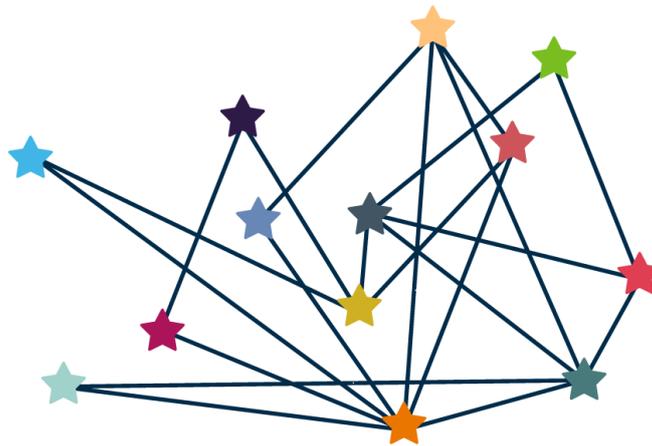


# ULT Pay Policy



**UTTOXETER**  
LEARNING TRUST  
**INSPIRED TEACHING**  
**INSPIRING CHILDREN**

**Updated: March 2018**

**Due for review: Autumn 2019**

<b>Contents</b>	<b>Page</b>
P.1 Introduction	Page 1
P.2 Pay Reviews	Page 2
P.3 Appeals	Page 3
P.4 Head teachers	Page 3
P.5 Deputy and Assistant Head teachers	Page 3
P.6 Leadership Group Progression Criteria	Page 3
P.7 Recruiting Teaching Staff	Page 4
P.8 Basic Pay Determination on Appointment of a classroom teacher	Page 4
P.9 Pay Progression based on Performance	Page 4
P.10 Leading Practitioner roles	Page 5
P.11 Determining Pay for Leading Practitioners	Page 5
P.12 Working Time	Page 5
P.13 Upper Pay Range - Application and Assessment	Page 5
P.14 Upper Pay Range – Application Process	Page 6
P.15 Evidence to be included in the application	Page 6
P.16 The Assessment	Page 6
P.17 The Teachers Main Pay Range	Page 7
P.18 Unqualified Teachers Pay Range	Page 7
P.19 Unqualified Teacher Allowance	Page 8
P.20 Part-time Teachers	Page 8
P.21 Supply Teachers	Page 8
P.22 Allowances and Payments	Page 8
P.23 Recruitment and Retention	Page 8
P.24 Teaching and Learning Responsibility Payments (TLR's)	Page 9
P.25 Additional Payments	Page 9
P.26 Residential duties	Page 10
P.27 Support Staff	Page 10
P.28 Pay Progression for Support Staff& Appeals Process	Page 10
P.29 Acting-Up Allowances	Page 11
P.30 Salary Sacrifice Arrangements	Page 11
P.31 Cover Arrangements	Page 11
P.32 Appeals – Teachers	Page 11
P.33 Procedure for Considering Appeals Relating to Salary	Page 11
Appendix 1 – Role and Responsibilities of Pay Committee	Page 13
Appendix 2 – Upper Pay Range Application Form	Page 14
Appendix 3 – Procedure for Considering Appeals Relating to Salary	Page 15

## Introduction

P1. This Policy sets out the framework for making decisions on pay for teachers' and support staff including the procedures for determining appeals. It has been developed to comply with current legislation and the requirements of the School Teachers Pay and Conditions Document (STPCD) 2018 and the locally agreed 'Framework for Support Staff Profiles'. The Pay Policy has been consulted on with the teacher and support staff trade unions.

In adopting this pay policy the decisions on pay will be managed in a fair, just and transparent way. This policy aims to support the School Improvement Plan by recognising that the school's staff are its most important resource and by providing a system which will enable Local Governing Boards to recruit, retain and motivate staff of the best quality.

Pay decisions at our Uttoxeter Learning Trust schools are made by the Pay Committee within each school. Pay decisions are made by the Local Governing Board which has delegated pay responsibilities to the Pay Committee. The Finance Committee of the Uttoxeter Learning Trust shall establish and review the pay policy, and they have the authority to take pay decisions on behalf of the Local Governing Boards in line with the policy. The role and responsibilities of the Pay Committee are outlined at Appendix 1.

Local Governing Boards will determine the staffing structure for the school as agreed by the Trust Board. This will set out the agreed posts, duties and responsibilities, and reporting lines. Both the STPCD and Green Book require that salaries and salary ranges attached to each post be based on the duties and responsibilities attached to it in the staffing structure.

All job descriptions for Teachers should be set out as an amplification of the list of professional duties laid down in the STP&CD and the Teacher Standards.

When taking pay decisions, schools must have regard both to their pay policy and to the individual's particular post within the staffing structure. The staffing structure/establishment of the school should be available and a copy should be attached to the pay policy.

All teachers employed at our schools will be paid in accordance with the statutory provisions of the current STPCD. A copy of the latest version may be found in the school office and is also on-line at the DfE website.

All support staff employed at this school will be paid in accordance with the scheme of conditions of service agreed by the National Joint Council for Local Government Services (referred to as the "Green Book" in this policy.)

The CEO on behalf of the Finance Committee of the Uttoxeter Learning Trust will consult staff and unions on this policy and review it each year, or when other changes occur to:

- a) The School Teachers' Pay and Conditions Document, to ensure that it reflects the latest legal position. The pay policy will comply with the current School Teachers' Pay and Conditions Document and the accompanying statutory guidance. It will be used in conjunction with them, but, in the event of any inadvertent contradictions, the Document and guidance will take precedence.
- b) The scheme of conditions of service agreed by the National Joint Council for Local Government Services (referred to as the "Green Book" in this policy.)

The Local Governing Boards have adopted the County Council's Framework of Support Staff Profiles to ensure that the requirements of the Single Status Agreement 1997 are met. The Local Governing Boards have the power to determine the job description and person specifications within the Framework that match the duties and responsibilities covered by positions within the support staffing structure for the school.

The academy is not bound by the locally agreed staff profiles but will continue to use this system as a guide to ensure a fair system of evaluation. The pay and grading of support staff, attached to the Framework, is the single status pay and grading structure agreed by the County Council from 1 April 2008. In adopting the Single Status Pay and Grading Structure and Framework the Local Governing Board is assured that:

- (a) all decisions will be based on an objective approach to pay and grading according to criteria laid down in the relevant national agreements;
- (b) decisions will be applied as consistently as possible across the staff groups concerned as well as within those staff groups;
- (c) any differences in pay between two employees within the same staff group, within the individual school, will be justified in terms of a genuine and material difference in their circumstances and duties and responsibilities undertaken;
- (d) all decisions will have regard to equality of opportunity, and in particular, relevant employment legislation;
- (e) posts carrying similar levels of responsibility, within the individual school, will be rewarded equally and all staff will be treated equitably.

## **P2. Pay Reviews**

The Local Governing Boards will ensure that every teacher's salary is reviewed annually, with effect from 1 September and 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.

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.

Decisions on the pay of the head teacher will be communicated by the chair of the Local Governing Board, in writing, in accordance with the STPCD timing of salary determination and notification.

Where a pay determination leads or may lead to the start or cessation of a period of safeguarding, the Local Governing Board will give the required notification as soon as possible and no later than one month after the date of the determination.

### **P3. Appeals**

All employees are entitled to seek a review of any determination in relation to their pay and therefore the appeals process contained in this document will be adopted in all cases where an employee wishes to make an appeal (Appendix 3) against a pay decision. All appeals will be supported by a member of the Trust.

### **P4. Head Teachers**

The group for each Uttoxeter Learning Trust school is shown below:

TAHS Group 7 Total based on Oct 18 Census 11,004  
OHMS Group 4 Total based on Oct 18 Census 4,038  
RMS Group 2 Total based on Oct 18 Census 1,632  
WPMS Group 3 Total based on Oct 18 Census 2,568  
PFS Group 2 Total based on Oct 18 Census 1,918  
HMFS Group 1 Total based on Oct 18 Census 504  
ASFS Group 1 Total based on Oct 18 Census 343

The total sum of additional payments made to a Head teacher in any school year must not exceed 25% of the amount of the head teachers point on the leadership group spine other than in wholly exceptional circumstances where the payments have been approved by the full Local Governing Board after receiving external independent advice.

This does not apply to additional payments made:

- in accordance with any payments for residential duties as a requirement of the post or;
- in respect of relocation expenses which relate solely to the personal circumstances of that head teacher.

For further information refer to part 2 of the STPCD

**P5. Deputy and Assistant Head Teachers** Local Governing Boards have assigned salary ranges for other members of the leadership group as shown below.

TAHS - 1 Deputy / 7 Assistant Heads  
OHMS - 1 Deputy / 2 Assistant Heads  
RMS - 1 Deputy / 1 Assistant Head  
WPMS - 0 Deputy / 3 Assistant Heads  
PFS - 1 Deputy / 0 Assistant Heads  
HMFS - 0 Deputy / 0 Assistant Heads  
ASFS - 0 Deputy / 0 Assistant Heads

### **P6. Leadership Group Progression Criteria**

Members of the leadership group must demonstrate sustained high quality performance, with particular regard to leadership, management and pupil progress at the school and will be subject to a review of performance against performance objectives before any performance points will be awarded.

The Local Governing Boards will consider movement by more than one point in line with the provisions of the STPCD.

The salary of members of the leadership group will ordinarily be reviewed annually, taking account of the performance objectives set under the school's appraisal system and the progression arrangement set out in the STPCD.

### **P7 Recruiting Teaching Staff**

All posts will be considered for advertisement. Advertisements for vacant posts in the school will be considered by the head teacher and Local Governing Boards where appropriate.

The advertisement will include the relevant pay range for the post determined by the Local Governing Boards as appropriate for the post and as contained in the relevant section of this pay policy. The advertisement must reflect the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.

Where the post is on a temporary or fixed term basis, the advertisement will specify the reason for and duration of the post.

### **P8. Basic Pay Determination on Appointment of a classroom teacher**

On appointment the Local Governing Boards will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the Local Governing Boards will take into account a range of factors including;

- the nature of the post
- the nature of the qualifications, skills and number of years' experience required
- the wider school context
- current salary

There is no assumption in the STPCD that a teacher will be paid at the same rate as they were being paid in a previous school.

It is the responsibility of the Local Governing Board to decide on this issue.

### **P9. Pay Progression based on Performance**

In the Uttoxeter Learning Trust all teachers can expect to receive regular constructive feedback on their performance and are subject to an annual appraisal that recognises their strengths, informs plans for their future development and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the schools Appraisal Policy.

#### **Main Pay Range and Upper Pay Range**

Progression through the pay range will be based on performance and the teacher demonstrating, through their appraisal, that they meet the teacher standards and Professional Skills Level Descriptors for the new pay point.

#### **Newly Qualified Teachers**

In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process set out in the Education (Induction Arrangements for School Teachers) England (Regs 2012).

### **Unqualified Pay Range**

For unqualified teachers on the unqualified teachers' pay range, pay progression will be awarded following each successful appraisal review.

### **P.10 Leading Practitioner Roles**

The Uttoxeter Learning Trust has decided not to establish post of Leading Practitioner.

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.

When determining the pay scales for such posts, the Local Governing Boards will do this by reference to the weight of the responsibilities of the post and consider pay equality with other posts and fair pay relativities between posts of differing levels of responsibility.

### **P11. Determining Pay for Leading Practitioners – N/A**

The pay range for leading practitioners is:

Pay range for Leading Practitioners	
Range	Salary
Minimum	£40,162
Maximum	£61,055

### **P12. Working Time**

A qualified teacher employed full-time must be available for work for 195 days, of which-

- (a) 190 days must be days on which the teacher may be required to teach pupils and perform professional duties; and
- (b) 5 days must be days on which the teacher may only be required to perform other duties

### **P13. Upper pay range - Application and assessment**

Any qualified teacher 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.

The salary range of the upper pay range is detailed below.

Teachers Upper Pay Range	
Range	Salary
Minimum	£36,646
Maximum	£39,406

### **P 14. Upper Pay Range - Application Process**

Applications may be made once a year, with pay progression through the UPS points being considered every 2 years. A teacher wishing to apply for assessment against the threshold standards should submit an application to the head teacher by no later than 31 October but ensuring that this is at least 7 days prior to the annual review meeting. A template application form is at Appendix 2 and their appraisal review.

If a teacher is simultaneously employed at another school they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or other schools. The schools will not be bound by any pay decision made by another school.

### **P15 Evidence to be included in the application**

All applications should be made using the application form, including any recommendation on pay (or where that information is not available a summary or statement of evidence designed to demonstrate that the teacher has met the assessment criteria.)

All pay related decisions will be taken in accordance with relevant equalities legislation, Employment Relations Acts and Part-time Workers and Fixed-term Employees Regulations. Appropriate consideration will be given where staff have been absent for long periods e.g. due to sickness or maternity leave.

### **P16. The Assessment**

An application from a qualified teacher will be successful where the Local Governing Board is satisfied that:

- 1.the teacher is **highly competent** in all elements of the relevant standards and;
- 2.the teacher's achievements and contribution to the school are **substantial** and **sustained**. (STPCD 17.2)

For the purposes of this policy the Local Governing Board will be satisfied that the teacher has met the expectations for progression to the Upper Pay Range where the above assessment criteria have been evidenced.

The assessment will be made within 10 working days of the receipt of the application or the conclusion of the appraisal process whichever is later.

If successful, a teacher will move to the Upper Pay Range from the previous 1 September and will be placed on the bottom of the range.

If unsuccessful, feedback will be provided by the head teacher as soon as possible and at least within 5 working days of the decision.

This will include the right of appeal against this pay decision under the appeal arrangements (Appendix 3)

**P17. The Teachers Main Pay Range**

Other qualified teachers will be paid on the main pay range and must be paid such salary within the minimum and maximum of the main pay range set out below:

Teachers Main Pay Range	
Range	Salary
Minimum	£23,720
Maximum	£35,008

All advertisements will clearly state the pay range applicable to the post.

**P18. Unqualified Teachers Pay Range**

An unqualified teacher will be paid on the pay range for unqualified teachers and must be paid such salary within the minimum and maximum of the unqualified pay range set out below:

Unqualified Teachers Pay Range	
Range	Salary
Minimum	£17,208
Maximum	£27,216

## **P19. Unqualified Teacher Allowance**

The Local Governing Board may pay an additional allowance to unqualified teachers when the Local Governing Board considers that the teacher has:

- taken on a sustained additional responsibility which:
  - is focused on teaching and learning and;
  - requires the exercise of a teachers' professional skills and judgement or
- qualifications or experience which bring added value to the role being undertaken.

The Uttoxeter Learning Trust have decided not to award the additional allowance to any unqualified teacher.

Unqualified teachers would not ordinarily hold TLR's or SEN allowances. Any exception to this would be discussed with the CEO who would refer it to the Trust Board.

## **P20. Part-time Teachers**

Teachers employed on an ongoing basis at the school but who work less than a full working day or week are deemed to be part-time. The Local Governing Board will give them a written statement detailing their working time obligations and the 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.

Please refer to Part 6 Paragraph 41 of the STPCD.

## **P21. Supply Teachers**

Teachers who work 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.

## **P22. Allowances and Payments**

### **Special Education Needs Allowance**

A SEN allowance of no less than £2,149 - and no more than £4,242 - per annum may be payable to a classroom teacher if that teacher:

is in any SEN post that requires a mandatory SEN qualification, refer to P21 Part 4 STPCD

## **P23. Recruitment and Retention**

The Local Governing Board will consider paying recruitment awards where it is considered necessary as an incentive to the recruitment of new teachers, for a fixed period of time.

The Local Governing Board will consider paying retention awards where it is considered necessary to retain the service of existing teachers, for a fixed period of time.

The Local Governing Board should make clear at the outset the expected duration of any incentive and benefits and the review date after which they may be withdrawn.

The Local Governing Board will conduct annual review of all incentives, support or benefits.

## **P24. Teaching and Learning Responsibility Payments (TLRs)**

TLRs will be awarded to the holders of the posts indicated in each individual staffing structure.

The values of the TLRs to be awarded are set out below: (more information is provided in the notes section).

### **TLR1s will be awarded to the following values:**

£7,853 minimum range

£13,288 maximum range

### **TLR2s will be awarded to the following values:**

£2,721 minimum range

£6,646 maximum range

### **TLR3s will be awarded to the following values:**

£540 minimum range

£2,683 maximum range

See individual structures in each school.

Teachers cannot hold a TLR1 and TLR2 concurrently but a teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3.

## **P25. Additional Payments**

The circumstances in which additional payments may be made to teachers are set out in Part 4 of the STPCD.

The STPCD does not provide for the payment of "honoraria" to teachers in any circumstances.

Local Governing Boards are permitted to make additional payments to all teaching staff (including the Leadership Group) in respect of continuing professional development and activities and out of school hours learning undertaken other than on any of the 195 days of the normal working year (i.e. at weekends and during school closure periods).

Activities that will attract payment include; *Intervention programmes, Summer schools*. Local Governing Boards accept that the absence from the normal duties of a Teacher undertaking training will cause disturbance to the pupils' education. They have therefore authorised the payment of a special allowance where, in the opinion of the Head teacher,

essential training can be received outside of the normal year and it is in the interests of the school for it to be received then. All such payments must be contained within the in-service training budget.

The allowance will be calculated as follows:

**Option A:** a daily rate for each **full-time** Teacher calculated as 1/195 of his/her actual salary (or of the full-time equivalent salary for part-time staff).

**Option B** a daily rate of 1/195 of Point **[to be determined by the Local Governing Boards]** on the Classroom Teachers' Scale, irrespective of the actual salary point of the Teacher concerned.

Payments for part days will be based on the hours involved; a full day being deemed to be 6½ hours.

The basis of these payments will be reviewed annually.

In all cases, the Teacher's participation in training outside of the normal year is voluntary.

#### **P26. Residential duties**

*Residential payments are not applicable in the Uttoxeter Learning Trust.*

#### **27. Support Staff**

The Framework of Support Staff Profiles and the County Council's Green Book Pay and Grading Structure form part of the Uttoxeter Learning Trust Pay Policy. The academy is not bound by this framework but will ordinarily continue to operate under this.

All support staff will ordinarily be appointed to a profile within the Framework of Support Staff Profiles.

The Pay and Grading Structure reflects a points-to-pay relationship; the points attached to each post within the Framework determine the salary that will be paid.

The Pay and Grading Structure has grades with incremental points within it. New employees will start at the bottom of the grade. The penultimate point is a Contribution Based Point.

The staffing structure is normally reviewed annually. When this review covers the support staff staffing structure the Local Governing Boards (though an appropriate Committee) will use the Framework of Support Staff Profiles to determine the positions within the support staff structure and the pay grade applicable to the post.

#### **P28. Pay Progression for Support Staff**

In April of each year employees will automatically move to the next incremental point plus ordinarily any standard of living increase.

When the employee is due to move to the final incremental point within the grade it will not be an automatic progression. It will be dependent upon their satisfactory performance which will be identified within their Model Performance Management Review (PMR) or the Abbreviated Performance Management Process.

## **Regrades and Regrade Appeal Process**

There is a regrading policy which outlines the regrading process and appeal mechanism for support staff which can be found in the Support Staff Grading Policy and Procedure.

### **P29. Acting-Up Allowances**

Local Governing Boards reserve the right to pay any member of staff additional salary where he/she covers in the prolonged absence of a more senior colleague.

### **P30. Salary Sacrifice Arrangements/childcare Vouchers**

The Local Governing Board will offer salary sacrifice arrangements to allow staff to participate in voluntary schemes such as the childcare voucher scheme and the cycle scheme adopted by the Uttoxeter Learning Trust.

Salary sacrifice arrangements can be subject to change at any time dependent on HMRC regulations.

### **P31. Cover Arrangements**

Teachers should be required to cover only rarely, and only in circumstances that are not foreseeable.

This does not apply to teachers who are employed wholly or mainly for the purpose of providing such cover.

### **P32. Appeals - Teachers**

The arrangements for considering appeals are as follows:

An employee may seek a review of any determination in relation to his/her pay or any other decision taken by the Local Governing Board (or a committee or individual acting with delegated authority) that affects his/her pay.

The following list includes the usual reasons for seeking a review of pay. i.e. that the person or committee by whom the decision was made –

- a) incorrectly applied any provision of the relevant conditions of service;
- 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 employee.

### **P33. Procedure For Considering Appeals Relating to a Teacher's Salary**

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 headteacher making the recommendation to the Pay Committee within ten working days of the decision. Where this is not possible or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
3. The teacher should set down in writing the grounds for questioning the pay decision and send it to the chair of the appeal committee who was not involved in the original determination normally within 10 working days of receiving the outcome of the informal discussion with the headteacher.
4. Any appeal should be heard by a panel of three Governors/ULT representatives who were not involved in the original determination. 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.

## **Appendix 1**

### **Role and responsibility of the Pay Committee of the Local Governing Boards**

The Pay Committee will comprise at least three Local Governing Boards (in line with SCC's formal meeting/hearing procedure guidelines, as adopted by the academy). All Local Governing Boards, including those employed at the school, will be eligible for membership of the Pay Committee to establish the policy. However, Governors employed at the school will not be eligible to take part in any discussions relating to individuals).

### **Establishment of the policy**

The Pay Committee is responsible for:

- Establishing the policy, in consultation with the head teacher, staff and trade union representatives, and submitting it to the Finance Committee of the Uttoxeter Learning Trust for approval.

The Finance Committee of the Uttoxeter Learning Trust is responsible for:

- Formal approval of the policy, with the delegation to headteachers for carrying out the policy.

### **Monitoring and review of the policy**

The Pay Committee is responsible for:

- Reviewing the policy annually, in consultation with the head teacher, staff and trade union representatives; and submitting it to the the Finance Committee of the Uttoxeter Learning Trust for approval.

The Local Governing Board is responsible for:

- considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy;

### **Application of the policy**

The head teachers are responsible for:

- ensuring that pay recommendations for the deputy and assistant head teacher(s), classroom teachers and support 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 decisions of the Pay Committee and of the right of appeal.

The Pay Committee is responsible for:

- taking decisions regarding the pay of the deputy and assistant head teacher(s), classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the head teacher;
- taking decisions regarding the pay of the head teacher following consideration of the recommendations of the Local Governing Board responsible for the head teacher's performance review;
- submitting reports of these decisions to the Local Governing Board; and
- ensuring that the head teacher is informed of the outcome of the decision of the Pay Committee and of the right of appeal.

The Appeals Pay Committee of the Local Governing Board is responsible for:

- taking decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the policy.

**Appendix 2**

**UPPER PAY RANGE APPLICATION/ FORM**

**Teacher's Details:**

Name \_\_\_\_\_

Post \_\_\_\_\_

**PM/Appraisal Details:**

Years covered by planning/review statements

Schools covered by planning/review statements

**Declaration:**

I confirm that at the date of this application for assessment to cross the threshold I meet the eligibility criteria and I submit performance management/appraisal planning and review statements and any other supporting information covering the relevant period.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

The signed proforma should be appended to the Teacher's appraisal planning record statement.

## **Appendix 3**

### **Procedure for Considering Appeals Relating to Salary**

1. Introduction by Chair: explanation of procedure.
2. The Pay Committee representative (who may be the Head teacher) should put the case for the salary assessment decision.
3. The teacher (or representative) may ask questions of the Pay Committee representative.
4. The Appeals Pay Committee (a panel of three Governors/ULT representatives who were not involved in the original determination) may ask questions of the Pay Committee representative.
5. The teacher (or representative) should put the case explaining the objection to the decision of the Pay Committee.
6. The Pay Committee representative may ask questions of the teacher.
7. The Appeals Pay Committee may ask questions of the teacher and ask further questions of the Pay Committee representative regarding the case made on behalf of the teacher.
8. The Head teacher to be invited to express their views if they have not already done so.
9. The Pay Committee representative to sum up case.
10. The teacher (or representative) to sum up case.
11. The parties to retire.
12. The Appeals Pay Committee to consider the case and to notify parties of their decision.

**This procedure may be varied by agreement of all the parties.**

**The Appeals Pay Committee may ask for an advisor to attend to offer advice to the Local Governing Board.**