23. APPENDIX A - TRUST PAY PANEL TERMS OF REFERENCE

Delegation of Function
Trustees have established a Pay Panel to implement the approved Trust Pay Policy in respect of the pay for all staff (both Central and school-based) within Epping Forest School Partnership Trust.

Clerking
The meeting of the Pay Panel should be clerked by the Clerk to Trustees or Independent Clerk and **not** by a Governor, a member of the Panel or the Headteacher.

Membership
The Pay Panel consists of:

- three named Trustees
- Two chairs or representatives nominated by those Chairs of two Local Governing Committees, none of whom shall be employees and all schools shall be represented on a rotational basis.

Headteachers will submit reports to this Committee and the CEO & HR Director will attend all proceedings of the Pay Panel for the purpose of presenting the information on behalf of Headteachers and providing advice, but must withdraw when their own salary is being discussed.

Quorum
Three Trustees and two governors.

Terms of Reference

1. To advise the Board of Trustees on current and future pay levels.
2. To recommend for Trust approval the appropriate salary ranges and starting salaries in accordance with the Trust's Pay Policy for members of the leadership group.
3. To approve annual pay progress for teachers (by 31 October at the latest) as set out in the Pay Policy, taking account of any recommendations made on the Performance Management review statement, in accordance with the approved Pay Policy.
4. To approve applications to be paid on the Upper Pay Range.
5. To recommend annual pay progression for Headteachers (by 31 December at the latest) to the Trust's HR Committee taking account of the recommendation made by the Headteacher's Performance Review Panel following the annual review.
6. To review and approve annual pay progress for Support Staff on Band 8 and over.
7. To monitor and report to the Board on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.

Pay Appeals
Any appeals will be heard by the Trust's HR Committee as detailed within the Trust's Pay Policy.

24. APPENDIX B – TRUST HR COMMITTEE APPEALS MEETING PROCEDURE

The meeting should be attended by the employee, his/her colleague or representative if required, a representative of the Trust Pay Committee and members of the Trust HR Committee.

The Headteacher should attend to provide information and advice (except where s/he is the appellant).

1. Introductions and opening remarks

2. Member of staff and/or representative to present case

3. Trust Pay Committee representative to ask questions

4. HR Committee to ask questions

5. Trust Pay Committee to respond

6. This may include calling on the Performance Management Reviewer and/or a member of the Local Governing Committee/Headteacher where they are not presenting the case to add any relevant information / answer question (where applicable]

7. Member of staff and/or representative to ask questions

8. HR Committee to ask questions

9. Employee or representative to make closing statement

10. School to make closing statement

11. Both parties withdraw to allow HR Committee to consider their decision

12. Either both parties are invited back to hear the decision or the decision will be communicated in writing within two working days.