

IBSTOCK COMMUNITY COLLEGE

TERMS OF REFERENCE – PAY COMMITTEES AND PAY APPEALS COMMITTEES

Last reviewed and approved by: Full Governing Body on 12 January 2015

Purpose

To perform the functions and make decisions over pay as set out in the relevant pay policies for teaching and support staff at the College

Membership and Remit

Mechanisms are needed to provide for consideration of issues relating to pay for:

- Teaching Staff – to be considered by the General Pay Committee
- Principal – to be considered by the Principal's Pay Review Committee
- Support Staff – to be considered by the General Pay Committee
- Appeals – to be considered by the Pay Appeals Committee

The remit of these committees will be as defined in the relevant pay policies.

The Governors will appoint the Chairs for the General Pay Committee, the Principal's Pay Review Committee and the Pay Appeals Committee. The Governors will also appoint two other members of the Principal's Pay Review Committee.

The Chairs will have delegated authority to make arrangements to appoint any other members as necessary and to secure any substitutions required. The Governors recognise that there may be occasions when it may be desirable or necessary to bring in an external person to serve on the committees to provide the required capacity within timescales. The Chair of the relevant committee has delegated authority to secure such person(s) with the appropriate skills, knowledge and independence.

Any Governor (including the Principal) or external person who is an employee of the Trust may not be a member of any of these committees.

General Pay Committee (GPC)

The General Pay Committee will receive, consider and confirm or reject the recommendations from the Principal over pay progression for teachers in accordance with the College's pay policy for teachers and any matters relevant to the pay of support staff.

Any member of staff wishing to request a reduction in responsibility and pay should do so in writing. The General Pay Committee will consider this request and a decision will be made taking into account the request from the member of staff and the operational requirements of the College

The Governing Body will monitor the outcomes and impact of pay policies on an annual basis, including trends in progression across specific groups of staff to assess the effect and the Trust's continued compliance with equalities.

Principal's Pay Review Committee (PPRC)

The PPRC will conduct the performance review of the Principal in accordance with the Trust's pay policy for teachers and have full delegated authority to make decisions over pay progression for this post. This does not extend to decisions relating to setting or amending the individual salary range for the post.

Appeals Committee

The Pay Policy for Teachers provides for a teacher to appeal against the decision of the relevant Committee and that no member of the Appeals Committee will have been involved in the original decision. The Appeals Committee will have a similar remit for the Principal and for support staff.

Pecuniary, Business or Conflicts of Interest

Governors recognise the need to declare any interests in accordance with the Articles of Association and Governors Code of Conduct.

Decisions

The Committee will aim to make decisions by consensus. Where voting is necessary, the outcome of any vote will be determined by a majority of greater than 50%. In the event of a tied vote, the Chair of the meeting has a deciding second vote or the right of veto.

Electronic Attendance:

Any person will be able to participate in meetings of the Committees by telephone or video conference if agreed by the Chair provided that governor participation is for the whole agenda item discussion and not just the vote; and if after all reasonable efforts it does not prove possible for the person to participate by telephone or video conference the meeting will still proceed with its business provided it is quorate.

Role of the Chairs of Committees

- To secure arrangements for membership of committees including external membership where deemed necessary
- Ensure the business of the committee is conducted properly, in accordance with legal requirements
- Ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

- In the event of urgent decisions needing to be made between meetings, in consultation with the Principal and/or the Chair of Governors, take appropriate action on behalf of the committee
- To decide after consultation with the Principal whether an internal and/or external non voting advisor will be required to attend meetings
- To decide on the clerking arrangements needed for the Committee

Role of Clerk to Committees

In accordance with the Articles of Association the Committees may be clerked by any person appointed by the Committee. The Chair of committee will consider the appropriate clerking arrangements based on issues including confidentiality, pecuniary interests, advice required and role of any external advisor. The clerk will:

- Arrange meetings in accordance with timescales in relevant policies and terms of reference
- Advise the Committee on procedural matters
- Attend meetings and ensure that minutes are taken
- Give notices and communicate decisions with individual staff in relation to the Appeals Committee
- Give notices and communicate decisions with the Principal relating to pay of the Principal.

Role of Principal (or delegated representative) in Relation to Committees

- Attend meetings where appropriate to present recommendations on pay progression for teachers and any other relevant matters for teaching or support staff.
- Attend other meetings where invited in the role of non voting advisor
- Ensure that the Trust has secured appropriate HR advice so that recommendations are in accordance with agreed policies, conditions of service and best practice
- Communicate the decisions of the General Pay Committee to staff