

## Appeals Procedure

### 1. PRINCIPLES

- 1.1 An employee who wishes to appeal a decision in relation to his/her pay must comply with this procedure. The matter should not be raised or dealt with under the School's Grievance Policy and Procedure. The reasons for seeking a review may include the person or Committee who made the decision having:
- (a) incorrectly applied any provision of the pay policy;
  - (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) being biased; or
  - (f) unlawfully discriminated against the individual.
- 1.2 The employee will receive written confirmation of the pay determination and where applicable the basis on which the decision was made. If the employee is not satisfied, he/she should seek to resolve this by raising the matter informally with the Headteacher within ten working days of the decision. The Headteacher will arrange a meeting without unreasonable delay.
- 1.3 If the employee is not satisfied with the outcome of the informal discussion with the Headteacher then he/she may follow the formal appeal process.

### 2. FORMAL APPEAL PROCESS

- 2.1 The employee must provide in writing the specific grounds for questioning the pay decision together with evidence which s/he considers should be taken into account. The appeal letter must be sent to the person or committee who made the decision within ten working days of the pay determination or the informal discussion with the Headteacher.
- 2.2 Three Governors who were not party to the original decision will form a panel to hear the appeal.
- 2.3 The appeal hearing should be held without unreasonable delay following receipt of the letter of appeal.
- 2.4 The panel may invite the Headteacher to the hearing and he/she will provide the meeting with any relevant information required by the Governors. No specific information concerning the remuneration of other members of staff shall be given in the presence of the employee for whom the appeal is being heard. Where the panel requests such pay information from the Headteacher, it will be conveyed confidentially to them alone. The employee may ask questions of the Headteacher.
- 2.5 The employee will be given the opportunity to make representations in person and may be accompanied by a work colleague or union representative.
- 2.6 The panel will carefully consider all the evidence that is presented before making a decision. The outcome of the appeal will be communicated to the employee in writing without unreasonable delay and will include reasons for the decision.
- 2.7 The decision of the panel at the appeal hearing is final.