

HAZELMERE JUNIOR SCHOOL
PAY APPEALS COMMITTEE
TERMS OF REFERENCE 2018-2019

Delegation of Function

The Governing Body shall establish a Pay Appeals Committee to deal with all appeals against pay decisions.

Clerking

The meeting of the Pay Appeals Committee should be minuted.

Membership

The Pay Appeals Committee shall consist of at least three named members of the Governing Body, none of whom shall be employees or members of the Pay Committee.

The Headteacher may attend all proceedings of the Pay Appeals Committee for the purpose of providing information and advice (except where the appeal is in respect of her own salary, where she will attend for the purposes of making her case).

Quorum

Three

Meetings

The Pay Appeals Committee shall meet on an as required basis.

Chair

The Pay Appeals Committee shall agree a chair for each meeting.

Decisions

Any decisions shall be made by a simple majority.

The Pay Appeals Committee's decision will be final, notwithstanding the employee's right in law.

Terms of Reference

To determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy.