

Public Document Pack

Executive Member Decisions

Friday, 1st November, 2019
10.00 am

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Date Published: 1st November 2019
Denise Park, Chief Executive

Agenda Item 1

EXECUTIVE MEMBER DECISION



REPORT OF:	Executive Member for Children's Young People and Education Executive Member for Finance and Governance
LEAD OFFICERS:	Director of Children's Young People and Education Director of Finance and Customer Services
DATE:	Friday 1 November 2019

PORTFOLIO/S AFFECTED:

WARD/S AFFECTED: All

SUBJECT: Pay Policy for Teachers – 2019/2020

1. EXECUTIVE SUMMARY

The Pay Policy for Teachers has been revised in line with the School Teachers' Pay and Conditions Document (STPCD) September 2019.

2. RECOMMENDATIONS

The Executive Member for Young People and Education and the Executive Member for Finance and Governance are asked to approve the 2019/2020 Pay Policy for Teachers.

3. BACKGROUND

The Department for Education (DfE) published the final 2019 School Teachers' Pay and Conditions Document (STPCD) at the end of September. The national changes are primarily amendments to pay based on a 2.75% uplift applied to the statutory minima and maxima of all pay ranges and allowances effective from 1st September 2019.

As in previous years the Local Authority has made the local decision to apply the increase across the whole scale and not just to the statutory minima and maxima of all pay ranges and allowances (Appendix 1 of the Pay Policy for Teachers). This has been approved by Trade Unions through the Schools' Policy Development Group Meeting (SPDG) and Local Joint Negotiating Consultative Committee (LJNCC), and is subject to adoption by Governing Bodies (for use by their Pay Committees) following Executive Member sign off.

4. KEY ISSUES & RISKS

N/A

5. POLICY IMPLICATIONS

N/A

6. FINANCIAL IMPLICATIONS

As in previous years the Local Authority has made the local decision to apply the 2.75% increase across the whole scale and not just to the statutory minima and maxima of all pay ranges and allowances. Schools whose pay policies use the points on the pay ranges set out in Appendix 1 as part of their decision making on pay progression will need to budget for these potential increases for all teachers, not just those on the minimum points on those scales. (Any award of enhanced pay progression by a school's Pay Committee will also impact on the school's budget).

Whilst this will be a welcome decision for teachers, the LA is mindful of continued budget pressures on our Schools' and as such acknowledge that this is not a decision that we may be able to recommend/support in future years. However, we acknowledge that individual pay decisions for all teachers are a matter for the Pay Committee of each school who are tasked with making annual pay decisions for staff.

7. LEGAL IMPLICATIONS

The STPCD 2019 has retrospective effect from 1st September 2019 in accordance with the School Teachers' Pay and Conditions (England) Order 2019. When pay decisions are made, any pay increases awarded to a teacher (including pay up-lifts) will be back-dated to 1 September 2019 (as noted in the STPCD 2019).

8. RESOURCE IMPLICATIONS

For those schools who purchase payroll services from Blackburn with Darwen Borough Council, if agreement for all schools is received the pay award will be applied in November 2019 and backdated to 1st September 2019.

9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1 ☒ Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 ☐ In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. (*insert EIA link here*)

Option 3 ☐ In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. (*insert EIA attachment*)

10. CONSULTATIONS

This has been approved by Trade Unions through the Schools' Policy Development Group Meeting (SPDG) and Local Joint Negotiating Consultative Committee (LJNCC) on Wednesday 9th October 2019 and is subject to adoption by Governing Bodies following Executive Member sign off.

11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The

recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

N/A

VERSION:	7.0
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CONTACT OFFICER:	Gillian Shaw – Lead HR Consultant
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DATE:	11/10/2019
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BACKGROUND PAPER:	Pay Policy for Teachers 2019
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Pay Policy - Teachers

1. Introduction

This policy sets out the framework for making decisions on teachers' pay and clarifies the basis on which this will be achieved. It outlines the date by which the teachers' annual pay review will be determined and also sets out procedures for dealing with appeals. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document 2019 (the STPCD) and has been consulted on with key stakeholders and/or recognised Trade Unions/Professional Associations.

In adopting this pay policy the aim is to:

- maximise the quality of teaching and learning at the school;
- support the recruitment and retention of a high quality teacher workforce;
- enable the school to recognise and reward teachers appropriately for their contribution to the school;
- help to ensure that decisions on pay are managed in a fair, just and transparent way.

Throughout the policy reference is made to the Pay Committee; however, it is recognised that for some schools this function may be carried out by another committee of the Governing Body.

For those teachers employed centrally by the Local Authority (LA), where reference is made throughout the policy to the Governing Body, the appropriate service manager will take responsibility for dealing with pay matters in line with the STPCD.

2. Scope

This policy applies to teaching staff in community and voluntary controlled schools and those employed centrally by the LA under the STPCD. It is also commended to all other schools in the borough.

3. Principles Governing Application of the Policy

The Governing Body will ensure the application of the policy using fair, transparent and objective criteria in order to secure consistency and fairness in pay decisions and to comply with the school's commitment to equal opportunities.

The Governing Body recognises that it is bound by the terms of the STPCD; the National Conditions of Service for School Teachers in England and Wales ('the Burgundy Book'); and relevant local collective agreements on conditions of service. These documents are available from the Headteacher of the school or the School's HR provider.

The Governing Body will also ensure compliance with the following legislation:

- The Employment Relations Act 1999;
- The Equality Act 2010;
- Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000;
- Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

The Governing Body will, at all times, have regard to the terms of statutory guidance and other advice and guidance issued by the LA, and where applicable Diocesan/Church Authorities.

The Governing Body will have regard to the outcomes of performance management under the Teachers' Appraisal Policy.

The school staffing structure, setting out the number of teaching posts, allocation of responsibilities to each post and any Teaching and Learning Responsibility Payment (TLR) attached to each post should be available from the Headteacher on request.

4. Responsibility for Application of the Policy

The Governing Body should delegate responsibility in relation to this policy to a committee (referred to in this policy as "the Pay Committee"). The Pay Committee shall be responsible for the establishment and review of the policy, subject to the approval of the full Governing Body, and shall have full authority to take decisions on behalf of the Governing Body on pay matters in accordance with the policy.

The Pay Committee will comprise of at least three governors. Headteachers and staff governors cannot be on this committee. Any other governors with an interest in the pay proceedings should declare an interest and not take part in discussions or sit on the committee.

Establishment and Application of the Policy

The Pay Committee is responsible for:

- establishing the policy, in consultation with the Headteacher, employees and recognised trade union representatives, and submitting it to the Governing Body for approval;
- considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy;
- taking decisions regarding the pay of the Deputy and Assistant Headteacher(s) and classroom teachers following consideration of the recommendations of appraisers and the advice of the Headteacher;
- taking decisions regarding the pay of the Headteacher following consideration of the recommendations of the governors responsible for the Headteacher's performance review;
- submitting reports of these decisions to the Governing Body;
- ensuring the Headteacher is informed of the outcome of all pay decisions made by the Pay Committee and of the right of appeal;
- taking decisions on applications for movement to the upper pay range.

The Governing Body is responsible for:

- formal approval of a policy that sets out the basis on which it determines teachers' pay and the date by which it will determine the teachers' annual pay review;
- ensuring that this policy also provides a procedure for pay review hearings and appeals, to deal with all grievances, reviews and appeals in relation to pay;
- ensure that appraisers/pay committee and appeal committee members are appropriately trained and have the adequate skills/knowledge;
- determining the starting salaries for all new appointments;
- making decisions with regard to Teaching and Learning Responsibility Payments (TLRs), SEN Allowances, and CPD, ITT and out of hours learning activities;
- considering the Pay Committee's decisions and ensure that appropriate funding is allocated for pay progression at all levels;
- formally approving the decisions of the Pay Committee.

The Headteacher is responsible for:

- developing clear arrangements for linking appraisal to pay progression and consulting with employees and their recognised trade union representatives on the appraisal and pay policies;
- ensuring that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly;
- ensuring that pay recommendations for the Deputy and Assistant Headteacher(s) and classroom teachers are made and submitted to the Pay Committee in accordance with the terms of the policy;
- advising and supporting the Pay Committee on its decisions;

- ensuring that employees are informed of the outcome of decisions of the Pay Committee and of the right of appeal;
- using fair, transparent and objective criteria in order to secure consistency and fairness in pay decisions and to comply with the school's commitment to equal opportunities.

Teachers' obligations are to:

- engage with appraisal; this includes working with their appraiser to ensure that there is a secure evidence base in order for an annual pay determination to be made;
- keep records of their objectives and review them throughout the appraisal process;
- share any evidence they consider relevant with their appraiser;
- ensure they have an annual review of their performance.

The Appeals Committee of the Governing Body is responsible for:

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

Any teacher employed centrally by the LA who wishes to appeal the pay decision of the service manager should submit their appeal in writing to the appropriate Head of Service.

5. Pay Reviews

The Governing Body will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year or, in the case of the Headteacher, 31 December 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. Additional information is available from the Headteacher.

Where a teacher is absent on maternity leave or long term sick leave, their pay review may be deferred until after their return to work, depending on the effect of the timing and length of the absence on the ability to carry out a performance review.

The Headteacher will ensure that each employee is provided with a job description in accordance with the staffing structure agreed by the Governing Body. Job descriptions may be reviewed, in consultation with the employee(s) concerned, in order to make reasonable changes in light of the changing needs of the school. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the appraisal process.

Pay 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 the decision was made.

Where a pay determination leads or may lead to the start of a period of pay safeguarding (in accordance with the STPCD), the Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.

The Governing Body will formally approve all decisions taken by the Pay Committee in respect of payments in accordance with the statutory provisions of the STPCD.

6. Leadership Group

The Governing Body must determine a pay range for Headteachers, Deputy Headteachers and/or Assistant Headteachers.

Determinations of leadership pay under this policy should only be applied to individuals appointed to a leadership post on or after 1 September 2014, or whose responsibilities have significantly changed on or after that date.

There is no automatic requirement to review the pay of existing leadership teachers in accordance with the new arrangements introduced in the 2014 Document. However, the Governing Body may choose to review the pay of all their leadership posts in accordance with those new arrangements if they determine that this is required to maintain consistency either with pay arrangements for new appointments to the leadership group made on or after 1 September 2014 or with pay arrangements for a member or members of the leadership group whose responsibilities have significantly changed on or after that date.

When determining an individual pay range, the Governing Body must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations.

The Governing Body must also ensure that there is appropriate scope within the range to allow for performance related progress over time.

Governing Bodies will be entitled to determine appropriate pay differentials between leadership posts and classroom teacher posts, reflecting relative responsibilities within the school.

6.1 Headteachers

The Governing Body must assign its school to a Headteacher Group in accordance with the requirements of the STPCD 2019.

Pay ranges for Headteachers will cover a range of seven consecutive points on the Leadership Pay Range and should not normally exceed the maximum for the Headteacher group. However, the Headteacher's pay range may exceed the maximum where the relevant body determines that circumstances specific to the role or candidate warrant a higher than normal payment.

The Governing Body must ensure the maximum of the Headteacher's pay range and any additional payments made does not exceed the maximum of the Headteacher group by more than 25% other than in exceptional circumstances; in such cases, the Governing Body must seek external independent advice before providing such agreement and support its decision with a business case.

Please see **Appendix 1** for the full Leadership pay range.

Pay on Appointment of Headteacher

The Governing Body will determine the pay range to be advertised and agree starting salary on appointment, taking account of the full role of the Headteacher.

Determination of Discretionary Payments to Headteachers

Subject to the STPCD, the Governing Body/Pay Committee may determine that additional payments be made to a Headteacher for clearly additional temporary responsibilities or duties that are in addition to the post for which their salary has been determined. In each case the relevant body must not have previously taken such reason or circumstance into account when determining the Headteacher's pay range.

However, the total sum of the temporary payments must not exceed 25% of the Headteacher's annual salary, and the total sum of salary and other payments made to a Headteacher must not exceed 25% above the maximum of the Headteacher group other than in exceptional circumstances. If the Pay Committee determines that additional payments should be made to a Headteacher which exceed the limit stated above, they must obtain the agreement of the Governing Body. The Governing Body must seek external independent advice before producing a business case, seeking such agreement.

It will also consider the salary and workload of other teachers where such payments are made for responsibilities undertaken by the Headteacher in respect of other schools.

6.2 Deputy/Assistant Headteachers

Pay on Appointment of Deputy/Assistant Headteachers

The Governing Body will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

- the Governing Body will determine a pay range in accordance with the STPCD, taking account of the role of the Deputy/Assistant Headteacher;
- Pay ranges for Deputy/Assistant Headteachers will cover a range of five consecutive points on the Leadership Pay Range;
- The maximum of the Deputy or Assistant Headteacher pay range must not exceed the maximum of the Headteacher Group for the school. The pay range for a Deputy or Assistant Headteacher should only overlap the Headteacher's Pay Range in exceptional circumstances.

Please see **Appendix 1** for the full Leadership pay range

6.3 Pay Progression based on Performance – Leadership Group

The Pay Committee must consider annually whether or not to increase the salary of members of the Leadership Group (Headteachers, Deputy Headteachers and Assistant Headteachers) who have completed a year of employment since the previous pay determination and, if so to what salary within the relevant pay range.

- The decision whether or not to award pay progression must be related to an individual's performance, as assessed through the school's appraisal arrangements.
- A recommendation on pay must be made in writing as part of the individual's appraisal report, and the Pay Committee must have regard to this recommendation.
- The decision made by the relevant decision-making body will be based on the objectives set, the statutory criteria and guidance set out in the STPCD and the relevant Teachers' Standards.
- Where it is clear from the evidence that the individual's performance is exceptional, the Pay Committee may award enhanced pay progression of a performance point on the leadership pay range.

6.4 Acting Allowances

Where classroom teachers agree to act as Headteacher, Deputy Headteacher or Assistant Headteacher for a period in excess of four weeks, they will receive additional allowances. They will be paid at an appropriate point of the Headteacher's range, Deputy Headteacher's range or Assistant Headteacher's range, as determined by the Pay Committee.

Payment of acting allowances will be backdated to the day the teachers assumed those duties.

In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

7. Teachers

7.1 Pay on Appointment – teachers

On appointment the Governing Body will determine the starting salary within the pay range to be offered to the successful candidate.

In making such determinations, the Governing Body may take into account a range of factors, including:

- the nature of the post;
- the level of qualifications, skills and experience required;
- the wider school context;
- the DfE guidance on equalities.

The Governing Body will consider the current pay point of teachers within the scale when appointing teachers to vacancies and will match their current salary.

Please see **Appendix 1** for the pay scale for main pay range teachers.

7.2 Pay Progression Based on Performance - teachers

All teachers can expect to receive regular, constructive feedback on their performance and are subject to 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 Teachers' Appraisal Policy.

Decisions regarding pay progression will be made in relation to the teachers' appraisal reports and the pay recommendations they contain. A recommendation on pay must be made in writing as part of the individual's appraisal report, and the Pay Committee must have regard to this recommendation (and any advice from the Headteacher).

In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

To move up the main pay range, one annual point at a time, teachers will need to have made good progress towards their objectives. The decision made by the relevant decision-making body will be based on the objectives set, the statutory criteria and guidance set out in the STPCD and the relevant Teachers' Standards.

It will be possible for a “no progression” determination to be made without recourse to the capability procedure.

Where it is clear from the evidence that the teacher’s performance is exceptional, the Pay Committee may award enhanced pay progression of a performance point.

8. Unqualified Teachers

8.1 Pay on Appointment – unqualified teachers

The Pay Committee will pay any unqualified teacher in accordance with the STPCD. The Pay Committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value.

8.2 Pay Progression Based on Performance – unqualified teachers

In order to progress up the unqualified teacher range, unqualified teachers will need to show that they have made good progress towards their objectives.

If the evidence shows that a teacher has exceptional performance (in line with DfE guidance), the Pay Committee may award enhanced pay progression of a performance point.

Judgments will be properly rooted in evidence. As unqualified teachers move up the scale, this evidence should show:

- an improvement in teaching skills;
- an increasing positive impact on pupil progress;
- an increasing impact on wider outcomes for pupils;
- improvements in specific elements of practice identified to the teacher;
- an increasing contribution to the work of the school;
- an increasing impact on the effectiveness of staff and colleagues.

The Pay Committee will be advised by the Headteacher in making all such decisions. Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher. The Pay Committee will be able to objectively justify its decisions.

Please see **Appendix 1** for the pay scale for unqualified teachers

9. Teaching and Learning Responsibility Payment (TLRs)

The Governing Body will allocate TLR payments to classroom teachers who occupy posts of additional responsibility in accordance with the statutory provisions of the STPCD and the provisions of the school’s staffing structure. The school’s staffing

structure will identify those posts to which TLR payments are attached and the levels and values of those payments. Unqualified teachers may not be awarded TLRs.

The Governing Body will determine the levels and values of the TLR payments attached to individual posts, as appropriate to the defined and sustained additional duties and responsibilities of those posts, using the statutory framework within the STPCD, for the purposes of ensuring the continued delivery of high quality teaching and learning.

These values will be increased as required by the STPCD or, where any discretion is permitted to governing bodies, at least by the level of any increases in the value of the Main and Upper Pay Scales.

The Governing Body may award a TLR3 for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The Governing Body will set out in writing to the teacher the duration of the fixed term, and the amount of the award. No salary safeguarding will apply in relation to an award of a TLR3. Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either TLR1 or TLR2 may also hold a concurrent temporary TLR3. Where a TLR3 is awarded to a part-time teacher, the value should not be amended to reflect the part time hours of the individual.

The Governing Body will ensure that decisions on the allocation of TLR payments, as with other allowances, are made in the context of the Governing Body's whole school approach to pay policy principles of equal pay.

Please see **Appendix 1** for details of the TLR Payment Scales

10. Special Educational Needs

The Governing Body will allocate an SEN allowance in accordance with the STPCD to all teachers who satisfy the statutory criteria and the teacher's written notification should specify the amount, and the reason for the award. Should the amount or eligibility change under the STPCD then any allowances will be paid in accordance with those changes.

When deciding on the amount of the allowance to be paid, the Governing Body will take into account the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post.

The Governing Body will also establish differential values in relation to SEN roles in the school in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified. The Governing Body will take account of the STPCD guidance.

Please see **Appendix 1** for details of SEN Allowances.

11. Additional Payments

The Governing Body may make payments to teachers, including those on the Leadership Spine and Lead Practitioners, in respect of:

- (a) continuing professional development (CPD) undertaken outside the school day;
- (b) activities relating to the provision of initial teacher training (ITT) as part of the ordinary conduct of the school;
- (c) participation in out-of-school hours learning activity that has been agreed between the teacher and head or between the Headteacher and the Governing Body;

Additional payments will not be used to reward additional hours worked or to recognise regular work (this should be incorporated into the person's job description), nor should they be used to recognise long service or performance within the person's main job. It is a basic assumption that all staff perform well and work hard, so to differentiate in this way would be unfair to the majority of staff who do not receive such payments.

Payments must be authorised by either the Headteacher or the Chair of Governors and all such payments must be recorded in the Governing Body minutes, which should be kept available at the school for audit purposes. In all cases schools should identify whether the payment is for CPD, ITT or OSLA.

The Governing Body will decide:

- which CPD activities teachers may be paid for and set an appropriate level of payment in their pay policy.
- whether to make additional payments to any teacher for activities related to providing initial teacher training (ITT). Such payments may be made only for ITT which is provided as an ordinary incident in the conduct of the school
- whether to make payments to teachers who agree to participate in out-of-school hours learning.

The Governing Body should set an appropriate level of payment for ITT activities in their pay policy. Payments to full time classroom teachers should only be made in respect of those activities undertaken outside the 1,265 hours of directed time.

Some teachers may not wish, or be able, to attend training courses in the evenings, at weekends or during holidays. Headteachers and School Governors should respect the right of individuals to make their own choice and take proper account of equal opportunities and contractual requirements for reasonable work-life balance.

The Governing Body must record their formal decision (as to whether or not they will make any Additional payments and set appropriate levels for any such payments they agree will be made) in the Governing Body meeting where they adopt a pay policy.

Please see **Appendix 1** for the Governing Body's decision regarding such payments (and the levels of such payment where relevant).

12. Movement to the Upper Pay Range

12.1 Application and Evidence

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. One application may be made annually.

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

All applications should include the results of reviews or appraisals under the 2012 regulations, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria).

In order for the assessment to be robust and transparent, it will be an evidence based process only. Teachers therefore should ensure that they can support their application. Those teachers who are not subject to the Appraisal Regulations 2012, or who have been absent, through sickness, disability or maternity/paternity/adoption leave, may cite written evidence for a 3 year period before the date of application in support of their application.

12.2 Process

The process for applications is as follows:

1. Complete the school's application form.
2. Submit the application form and supporting evidence (as above) to the Headteacher by the cut-off date of 31 October.
3. The teacher will receive notification of the name of the assessor of their application within 5 working days.
4. The assessor will assess the application, which will include a recommendation to the Pay Committee.
5. The application, evidence and recommendation will be passed to the Headteacher for moderation purposes, if the Headteacher is not the assessor.
6. The Pay Committee will make the final decision, advised by the Headteacher.
7. Teachers will receive written notification of the outcome of their application by 31 December, including confirmation of the right of appeal. Where the application is unsuccessful, the written notification will include the areas where it was felt that

the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'The Threshold Assessment' below).

8. If requested, oral feedback which will be provided by the assessor. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria.
9. Successful applicants will move to the minimum of the Upper Pay Range on 1 September of the academic year in which the 31 October deadline lies.
10. Unsuccessful applicants can appeal the decision.

12.3 The Threshold Assessment

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

- the teacher is highly competent in all elements of the relevant standards; and
- the teacher's achievements and contributions to an educational setting(s) are substantial and sustained.

For the purposes of this pay policy:

- "highly competent" means - performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to support them as they aim to meet the relevant standards and develop their teaching practice.
- "substantial" means - of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning; and
- "sustained" means - maintained over a long period i.e. two consecutive successful appraisal cycles.

12.4 Movement through the Upper Pay Range (UPR)

The pay scale for Upper Pay Range is outlined in **Appendix 1**.

All teachers are entitled to an annual pay review. The Pay Committee will determine whether there should be any movement for a teacher on the Upper Pay Range, in accordance with the STPCD). In making such a determination, it will take into account:

- the evidence base, which should show that the teacher has had a successful appraisal and has made good progress towards objectives;

- evidence that the teacher has maintained the criteria set out in the STPCD, namely that the teacher is highly competent in all elements of the relevant standards; and that the teacher's achievements and contribution to the school are substantial and sustained;
- pay progression on the Upper Pay Range will be clearly attributable to the performance of the individual teacher. The Pay Committee will be able to objectively justify its decisions.

Where it is clear that the evidence shows the teacher has made good progress, i.e. they continue to maintain the criteria set out above, and have made good progress towards their objectives, the teacher will move to the next point on the Upper Pay Range; or if already on the mid-point, will move to the top of the Upper Pay Range.

Where it is clear from the evidence that the teacher's performance is exceptional, in relation to the criteria set out above (see 'Applications to be Paid on the Upper Pay Range'), and where the teacher has met or exceeded their objectives, the Pay Committee will use its flexibility to decide on enhanced pay progression from the minimum to the maximum of UPR.

The Pay Committee will be advised by the Headteacher in making all such decisions.

13. Leading Practitioners

The Governing Body will take account of the STPCD when determining the role of leading practitioner in this school. Additional duties will be set out in the job description of the leading practitioner and will include:

- a leadership role in developing, implementing and evaluating policies and practices in the school that contribute to school improvement;
- the improvement of teaching schools within school [and within the wider school community] which impact significantly on pupil progress;
- improving the effectiveness of staff and colleagues.

13.1 Pay on Appointment – Leading Practitioner

The Leading Practitioner Pay Range is only applicable to qualified teachers who are employed in posts that the school has determined have the primary purpose of modelling and leading improvements of teaching skills.

On appointment the Governing Body will determine the starting salary for each leading practitioner post within the pay range to be offered to the successful candidate.

The individual pay range for each post will cover a range of 3 consecutive points and need to be determined within the minimum and maximum of the Leading Practitioner Pay Range (which is set out in the STPCD). The overall pay range for Leading Practitioners is detailed in **Appendix 1**

The individual post ranges should be determined separately for each post and need not be identical, in line with the overall range detailed in Appendix 1.

13.2 Movement through the Leading Practitioner Pay Range

The Headteacher will agree appraisal objectives for the leading practitioner.

The Pay Committee shall have regard to the results of the leading practitioner's appraisal, including the pay recommendation, when considering their pay.

The Pay Committee will take account of other evidence. The evidence should show the leading practitioner:

- has made good progress towards their objectives;
- is an exemplar of teaching skills, which should impact significantly on pupil progress, within school and within the wider school community, if relevant;
- has made a substantial impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement;
- is highly competent in all aspects of the Teachers' Standards;
- has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement.

The Pay Committee will determine pay progression such that the amount is clearly attributable to the performance of the leading practitioner. The Pay Committee will be able to objectively justify its decision.

Where it is clear from the evidence that the leading practitioner's performance is exceptional, the Pay Committee will award enhanced pay progression of a performance point.

The Pay Committee will be advised by the Headteacher in making all such decisions.

14. Appeals Against Pay Decisions

Appeals against decisions made by the Pay (or other nominated) Committee will be referred to the Governing Body's Appeals Committee for resolution under the terms of the following procedure. Where the teacher is employed centrally by the LA, appeals against decisions made by the service manager will be considered by the appropriate LA Head of Service.

Teachers may appeal against any determinations in relation to their pay or any other decision taken by the Governing Body that affects their pay. The grounds for appeal are that the person or committee by whom the decision was made:

- incorrectly applied the school's pay policy;
- incorrectly applied any provision of the STPCD;

- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- otherwise unlawfully discriminated against the teacher.

Prior to any appeal, the following initial stages of the process should have already been followed:

1. The teacher receives written notification of the pay recommendation being made by the appraiser which will include the grounds/basis on which the recommendation was made. A teacher who is dissatisfied with a pay recommendation will have the opportunity to discuss the recommendation with the appraiser or the Headteacher before the recommendation is actioned and confirmation of the pay decision is made by the school.
2. If, having had an informal discussion with the Headteacher/person making the pay recommendation, the teacher believes that an incorrect recommendation has been made he/she may make representation to the person/Pay Committee that makes the pay decision. The teacher should submit a formal written statement to the person/Pay Committee making the determination, setting down in writing the grounds for not agreeing with the pay recommendation. This must be within 10 working days of the notification of the decision being appealed against, or of the outcome of the discussion referred to in point 1 above.
3. The committee or person who made the pay determination should arrange a formal meeting within 10 working days of receipt of the written grounds for questioning the pay decision.
4. At that meeting, the teacher should be given the opportunity to make representations in person, present evidence, call witnesses, have the opportunity to ask questions and be afforded the right of being accompanied at that hearing by a recognised Trade Union representative or work colleague. Following the meeting the person/Pay Committee will make a pay determination that will be communicated to the teacher in writing, along with confirmation of their right to appeal. Should the teacher not agree with the pay determination, the teacher may appeal against the decision.

The order of proceedings for the appeal is as follows.

5. Any appeal against the decision of the hearing should be heard by a panel of three governors (or appropriate Head of Service for centrally employed teachers) who were not involved in the original determination, normally within 10 working days of the written appeal notification. In the hearing before governors, both the teacher and the management/Committee representative will have the opportunity to present their evidence and call witnesses, and to question each other. The Panel may ask exploratory questions also. The teacher has a right to be accompanied at this appeal by a work colleague or a recognised Trade Union representative.

The appeal hearing will be formally clerked and a note of proceedings will be produced.

6. Having heard the appeal, the panel must reach a decision, which it must give to the teacher in writing (including their rationale for reaching that decision). The decision of the appeal panel is final and (as set out in Section 3, Paragraph 7, STPCD 2019 there is no recourse to any general grievance procedures in respect of this decision.

15. Part-time Teachers

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The Governing Body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay. These will be calculated in accordance with the provisions of the STPCD and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

16. Short Notice/Supply Teachers

Teachers employed 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 consist of 195 days; periods of employment for less than a day being calculated pro-rata.

All teachers are paid in accordance with the statutory provisions of the STPCD as updated from time to time.

17. Recruitment and Retention Incentive Benefits

The Governing Body can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits to a teacher for a recruitment or retention incentive.

The Governing Body will consider exercising its powers where they consider it is appropriate to do so in order to recruit or retain relevant employees. Where any incentive or benefit is granted, the Governing Body/Pay Committee will give written notification to the teacher, at the time of the award, which will state:

- a) whether the award is for recruitment or retention;
- b) the nature of the award (cash sums, travel or housing costs etc.);
- c) when/how it will be paid (as applicable);
- d) unless it is a 'one-off' award, the start date and expected duration of the incentive;
- e) the review date after which it may be withdrawn; and
- f) the basis for any uplifts which will be applied (as applicable).

The Governing Body will, nevertheless, conduct an annual formal review of all such awards.

Headteachers, Deputy Headteachers and Assistant Headteachers may not be awarded any such payments other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a Headteacher, Deputy Headteacher or Assistant Headteacher, including non-monetary benefits, must be taken into account when determining the pay range.

Where the relevant body pays a recruitment or retention incentive or benefit awarded to a Headteacher, Deputy Headteacher or Assistant Headteacher under a previous STPCD, subject to review, it may continue to make that payment at its existing value until such time as the respective pay range is determined under this Document.

18. Linked Policies/Documents

- Appraisal Policy - Teachers
- Teachers' Pay Policy – Pay Scales (Appendix 1)
- Teachers' Pay Policy – Process Flowchart (Appendix 2)

19. Further Guidance

If managers require any general advice regarding the application of policy and guidance, please contact your HR provider. If schools require specific guidance or a LA view on any aspect of policy and guidance they may contact the LA who will be happy to provide advice.

20. Policy Review

The Pay Committee, on behalf of the Governing Body, will monitor the outcomes and impact of this policy annually including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation, by seeking and considering a written report from the Headteacher on decisions taken in accordance with the policy, in order to ensure that pay decisions have been taken objectively and fairly.

The Pay Committee will ensure that a copy of the current school's staffing structure is attached to this policy.

The Pay Committee will review the policy and Headteacher's report annually, in consultation with the Headteacher, staff and recognised trade union representatives; and submit it to the governing body for approval.

21. Document Control

Approving Body	LJNCC Meeting (Schools)
Date Agreed	09/10/2019
Date of Next Review	September 2020
Review Period	Every Year

DRAFT

DRAFT Appendix 1 – Pay Scales (Effective 1st September 2019)

Unqualified Teacher Pay Range

	2014	2015
	£p.a.	£p.a.
Unqualified Teacher Point 1 (Minimum)	16136	16298
Unqualified Teacher Point 2	18013	18193
Unqualified Teacher Point 3	19889	20087
Unqualified Teacher Point 4	21766	21983
Unqualified Teacher Point 5	23644	23880
Unqualified Teacher Point 6 (Maximum)	25520	25776

Main Pay Range

	2014	2015
	£p.a.	£p.a.
Main Reference Point 1 (Minimum)	22023	22244
Main Reference Point 2	23764	24001
Main Reference Point 3	25675	25931
Main Reference Point 4	27650	27926
Main Reference Point 5	29829	30127
Main Reference Point 6 (Maximum)	32187	32831

Upper Pay Range

	2014	2015
	£p.a.	£p.a.
Upper Reference Point 1 (Minimum)	34869	35218
Upper Reference Point 2	36161	36522
Upper Reference Point 3 (Maximum)	37496	37871

Teaching and Learning Responsibility Payments

	2014	2015
	£p.a.	£p.a.
Fixed Term TLR 3 (Minimum)	511	517
Fixed Term TLR 3 (Maximum)	2551	2577
TLR 2 A (Minimum)*	2587	2613
TLR 2 C (Maximum)	6322	6386
TLR 1 A (Minimum)*	7471	7546
TLR 1 D (Maximum)	12643	12770

Special Educational Needs Allowances

2014	2015
£ p.a.	£ p.a.

SEN Point 1 (Minimum)	2043	2064
SEN Point 2	4034	4075

Leading Practitioners - The overall pay range for Leading Practitioners is:

	2014	2015
	£ p.a.	£ p.a.
Leading Practitioner Point 1	38215	38598
Leading Practitioner Point 2	39172	39564
Leading Practitioner Point 3	40150	40552
Leading Practitioner Point 4	41150	41562
Leading Practitioner Point 5	42175	42597
Leading Practitioner Point 6	43232	43664
Leading Practitioner Point 7	44397	44841
Leading Practitioner Point 8	45421	45875
Leading Practitioner Point 9	46555	47021
Leading Practitioner Point 10	47750	48228
Leading Practitioner Point 11	48991	49481
Leading Practitioner Point 12	50118	50619
Leading Practitioner Point 13	51372	51886
Leading Practitioner Point 14	52653	53180
Leading Practitioner Point 15	53963	54503
Leading Practitioner Point 16	55397	55951
Leading Practitioner Point 17	56670	57237
Leading Practitioner Point 18	58096	58677

Leadership Pay Range - The overall pay range for Leadership is:

Group 0

	2014	2015
	£ p.a.	£ p.a.
Leadership Point 1	38215	38597
Leadership Point 2	39172	39564
Leadership Point 3	40150	40552
Leadership Point 4	41150	41562
Leadership Point 5	42175	42597

Group 1

	2014	2015
	£ p.a.	£ p.a.
Leadership Point 6	43232	43665
Leadership Point 7	44397	44841
Leadership Point 8	45421	45876

Leadership Point 9	46555	47021
Leadership Point 10	47750	48228
Leadership Point 11	48991	49481
Leadership Point 12	50118	50619
Leadership Point 13	51372	51886
Leadership Point 14	52653	53180
Leadership Point 15	53963	54503
Leadership Point 16	55397	55951
Leadership Point 17	56670	57237
Leadership Point 18	58096	58096

Group 2

	2014	2015
	£ p.a.	£ p.a.
Leadership Point 8	45421	45876
Leadership Point 9	46555	47021
Leadership Point 10	47750	48228
Leadership Point 11	48991	49481
Leadership Point 12	50118	50619
Leadership Point 13	51372	51886
Leadership Point 14	52653	53180
Leadership Point 15	53963	54503
Leadership Point 16	55397	55951
Leadership Point 17	56670	57237
Leadership Point 18	58096	58677
Leadership Point 19	59535	60130
Leadership Point 20	61012	61622
Leadership Point 21	62521	62521

Group 3

	2014	2015
	£ p.a.	£ p.a.
Leadership Point 11	48991	49481
Leadership Point 12	50118	50619
Leadership Point 13	51372	51886
Leadership Point 14	52653	53180
Leadership Point 15	53963	54503
Leadership Point 16	55397	55951
Leadership Point 17	56670	57237
Leadership Point 18	5896	58677
Leadership Point 19	59535	60130
Leadership Point 20	61012	61622
Leadership Point 21	62521	63146
Leadership Point 22	64074	64715
Leadership Point 23	65661	66318

Leadership Point 24	67290	67290
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Group 4

	2014	2015
	£ p.a.	£ p.a.
Leadership Point 14	52653	53180
Leadership Point 15	53963	54503
Leadership Point 16	55397	55951
Leadership Point 17	56670	57237
Leadership Point 18	58096	58677
Leadership Point 19	59535	60130
Leadership Point 20	61012	61622
Leadership Point 21	62521	63146
Leadership Point 22	64074	64715
Leadership Point 23	65661	66318
Leadership Point 24	67290	67963
Leadership Point 25	68962	69652
Leadership Point 26	70668	71375
Leadership Point 27	72419	72419

Group 5

	2014	2015
	£ p.a.	£ p.a.
Leadership Point 18	5896	58677
Leadership Point 19	59535	60130
Leadership Point 20	61012	61622
Leadership Point 21	62521	63146
Leadership Point 22	64074	64715
Leadership Point 23	65661	66318
Leadership Point 24	67290	67963
Leadership Point 25	68962	69652
Leadership Point 26	70668	71375
Leadership Point 27	72419	73143
Leadership Point 28	74215	74957
Leadership Point 29	76053	76814
Leadership Point 30	77946	78725
Leadership Point 31	79872	79872

Group 6

	2014	2015
	£ p.a.	£ p.a.
Leadership Point 21	62521	63147
Leadership Point 22	64074	64715
Leadership Point 23	65661	66318
Leadership Point 24	67290	67963
Leadership Point 25	68962	69652

Leadership Point 26	70668	71375
Leadership Point 27	72419	73143
Leadership Point 28	74215	74957
Leadership Point 29	76053	76814
Leadership Point 30	77946	78725
Leadership Point 31	79872	80671
Leadership Point 32	81857	82676
Leadership Point 33	83892	84731
Leadership Point 34	85965	86825
Leadership Point 35	88102	88102

Group 7

	2014	2015
	£ p.a.	£ p.a.
Leadership Point 24	67290	67963
Leadership Point 25	68962	69652
Leadership Point 26	70668	71375
Leadership Point 27	72419	73143
Leadership Point 28	74215	74957
Leadership Point 29	76053	76814
Leadership Point 30	77946	78725
Leadership Point 31	79872	80671
Leadership Point 32	81857	82676
Leadership Point 33	83892	84731
Leadership Point 34	85965	86825
Leadership Point 35	88102	88983
Leadership Point 36	90284	91187
Leadership Point 37	92528	93453
Leadership Point 38	94817	95765
Leadership Point 39	97128	97128

Group 8

	2014	2015
	£ p.a.	£ p.a.
Leadership Point 28	74215	74958
Leadership Point 29	76053	76814
Leadership Point 30	77946	78725
Leadership Point 31	79872	80671
Leadership Point 32	81857	82676
Leadership Point 33	83892	84731
Leadership Point 34	85965	86825
Leadership Point 35	88102	88983
Leadership Point 36	90284	91187
Leadership Point 37	92528	93453
Leadership Point 38	94817	95765

Leadership Point 39	97128	98099
Leadership Point 40	99552	100548
Leadership Point 41	102039	103059
Leadership Point 42	104596	105642
Leadership Point 43	107210	107210

* please refer to your payroll provider for guidance on mid-range TLR points

2016	2017	2018	2019	Increase
£p.a.	£p.a.	£p.a.	£p.a.	%
16461	16626	17208	17682	2.75
18376	18560	19210	19739	2.75
20289	20492	21210	21794	2.75
22204	22427	23212	23851	2.75
24120	24362	25215	25909	2.75
26034	26295	27216	27965	2.75

2016	2017	2018	2019	Increase
£p.a.	£p.a.	£p.a.	£p.a.	%
22467	22917	23720	24373	2.75
24243	24728	25594	26298	2.75
26192	26716	27652	28413	2.75
28207	28772	29780	30599	2.75
30430	31039	32126	33010	2.75
33160	33824	35008	35971	2.75

2016	2017	2018	2019	Increase
£p.a.	£p.a.	£p.a.	£p.a.	%
35571	35927	36646	37654	2.75
36889	37258	38004	39050	2.75
38250	38633	39406	40490	2.75

2016	2017	2018	2019
£p.a.	£p.a.	£p.a.	£p.a.
523	529	540	555
2603	2630	2683	2757
2640	2667	2720	2796
6450	6515	6645	6829
7622	7699	7853	8069
12898	13027	13288	13654

2016	2017	2018	2019
£p.a.	£p.a.	£p.a.	£p.a.

2085	2106	2148	2209
4116	4158	4241	4359

2016	2017	2018	2019	Increase
£p.a.	£p.a.	£p.a.	£p.a.	%
38984	39374	40162	41267	2.75
39960	40360	41167	42300	2.75
40958	41368	42195	43356	2.75
41978	42398	43246	44436	2.75
43023	43454	44323	45542	2.75
44102	44544	45435	46685	2.75
45290	45743	46658	47942	2.75
46335	46799	47735	49048	2.75
47492	47967	48926	50272	2.75
48711	49199	50183	51564	2.75
49976	50476	51486	52902	2.75
51127	51639	52672	54121	2.75
52405	52930	53989	55474	2.75
53712	54250	55335	56857	2.75
55049	55600	56712	58272	2.75
56511	57077	58219	59821	2.75
57810	58389	59557	61195	2.75
59264	59857	61055	62735	2.75

2016	2017	2018	2019	Increase
£p.a.	£p.a.	£p.a.	£p.a.	%
38984	39374	39965	41065	2.75
39960	40360	40966	42093	2.75
40958	41368	41989	43144	2.75
41978	42398	43034	44218	2.75
43023	43454	44106	45319	2.75

2016	2017	2018	2019	Increase
£p.a.	£p.a.	£p.a.	£p.a.	%
44102	44544	45213	46457	2.75
45290	45743	46430	47707	2.75
46335	46799	47501	48808	2.75

47492	47967	48687	50026	2.75
48711	49199	49937	51311	2.75
49976	50476	51234	52643	2.75
51127	51639	52414	53856	2.75
52405	52930	53724	55202	2.75
53712	54250	55064	56579	2.75
55049	55600	56434	57986	2.75
56511	57077	57934	59528	2.75
57810	58389	59265	60895	2.75
58677	59857	60755	62426	2.75

2016	2017	2018	2019	Increase
£p.a.	£p.a.	£p.a.	£p.a.	%
46335	46799	47501	48808	2.75
47492	47967	48687	50026	2.75
48711	49199	49937	51311	2.75
49976	50476	51234	52643	2.75
51127	51639	52414	53856	2.75
52405	52930	53724	55202	2.75
53712	54250	55064	56579	2.75
55049	55600	56434	57986	2.75
56511	57077	57934	59528	2.75
57810	58389	59265	60895	2.75
59264	59857	60755	62426	2.75
60733	61341	62262	63975	2.75
62240	62863	63806	65561	2.75
63147	64417	65384	67183	2.75

2016	2017	2018	2019	Increase
£p.a.	£p.a.	£p.a.	£p.a.	%
49976	50476	51234	52643	2.75
51127	51639	52414	53856	2.75
52405	52930	53724	55202	2.75
53712	54250	55064	56579	2.75
55049	55600	56434	57986	2.75
56511	57077	57934	59528	2.75
57810	58389	59265	60895	2.75
59264	59857	60755	62426	2.75
60733	61341	62262	63975	2.75
62240	62863	63806	65561	2.75
63779	64417	65384	67183	2.75
65363	66017	67008	68851	2.75
66982	67652	68667	70556	2.75

67963	69330	70370	72306	2.75
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2016	2017	2018	2019	Increase
£p.a.	£p.a.	£p.a.	£p.a.	%
53712	54250	55064	56579	2.75
55049	55600	56434	57986	2.75
56511	57077	57934	59528	2.75
57810	58389	59265	60895	2.75
59264	59857	60755	62426	2.75
60733	61341	62262	63975	2.75
62240	62863	63806	65561	2.75
63779	64417	65384	67183	2.75
65363	66017	67008	68851	2.75
66982	67652	68667	70556	2.75
68643	69330	70370	72306	2.75
70349	71053	72119	74103	2.75
72089	72810	73903	75936	2.75
73144	74615	75735	77818	2.75

2016	2017	2018	2019	Increase
£p.a.	£p.a.	£p.a.	£p.a.	%
59264	59857	60755	62426	2.75
60733	61341	62262	63975	2.75
62240	62863	63806	65561	2.75
63779	64417	65384	67183	2.75
65363	66017	67008	68851	2.75
66982	67652	68667	70556	2.75
68643	69330	70370	72306	2.75
70349	71053	72119	74103	2.75
72089	72810	73903	75936	2.75
73876	74615	75735	77818	2.75
75708	76466	77613	79748	2.75
77583	78359	79535	81723	2.75
79514	80310	81515	83757	2.75
80671	82293	83528	85826	2.75

2016	2017	2018	2019	Increase
£p.a.	£p.a.	£p.a.	£p.a.	%
63779	64417	65384	67183	2.75
65363	66017	67008	68851	2.75
66982	67652	68667	70556	2.75
68643	69330	70370	72306	2.75
70349	71053	72119	74103	2.75

72089	72810	73903	75936	2.75
73876	74615	75735	77818	2.75
75708	76466	77613	79748	2.75
77583	78359	79535	81723	2.75
79514	80310	81515	83757	2.75
81478	82293	83528	85826	2.75
83503	84339	85605	87960	2.75
85579	86435	87732	90145	2.75
87694	88571	89900	92373	2.75
88984	90773	92135	94669	2.75

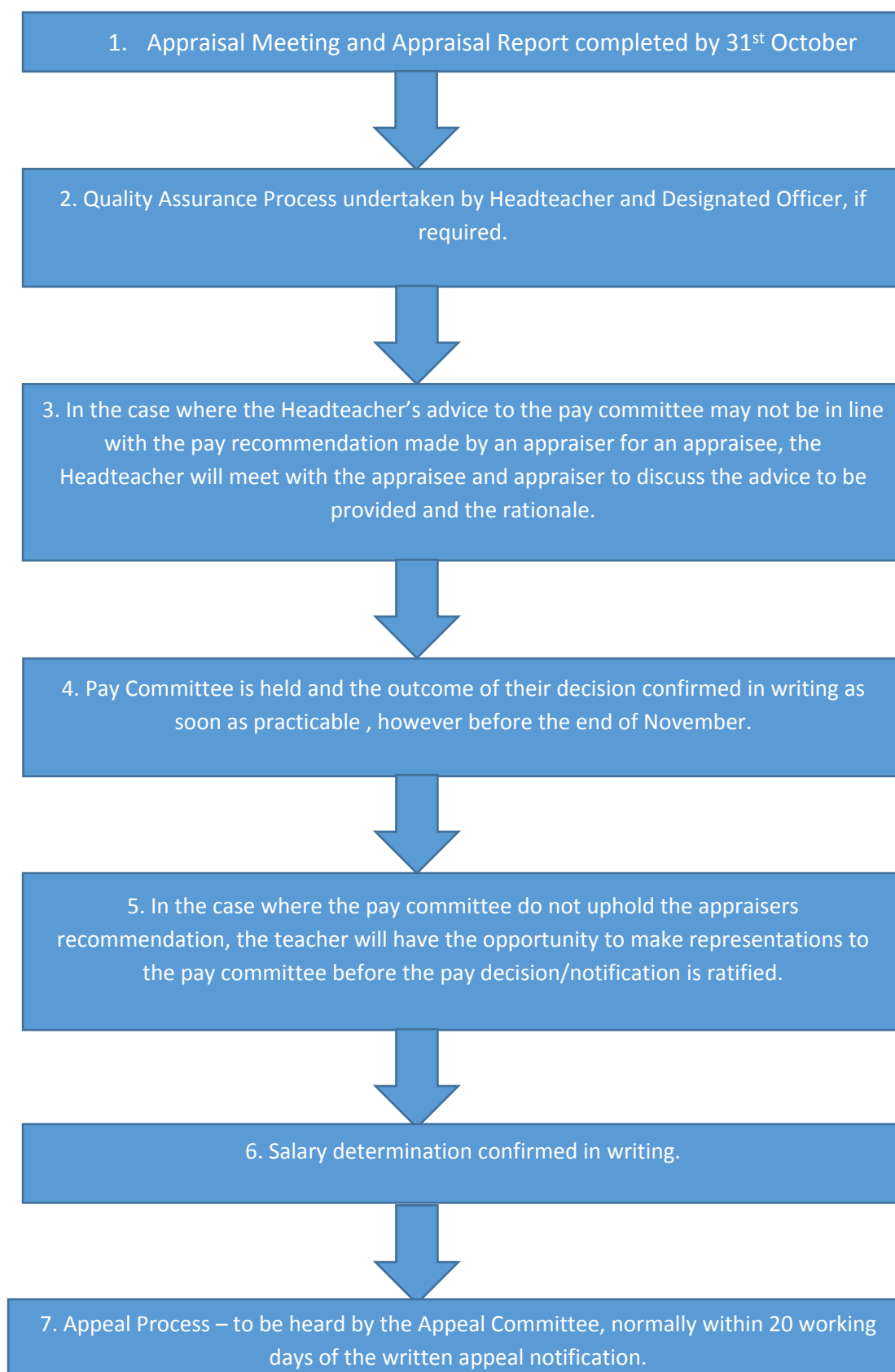
2016	2017	2018	2019	Increase
£p.a.	£p.a.	£p.a.	£p.a.	%
68643	69330	70370	72306	2.75
70349	71053	72119	74103	2.75
72089	72810	73903	75936	2.75
73876	74615	75735	77818	2.75
75708	76466	77613	79748	2.75
77583	78359	79535	81723	2.75
79514	80310	81515	83757	2.75
81478	82293	83528	85826	2.75
83503	84339	85605	87960	2.75
85579	86435	87732	90145	2.75
87694	88571	89900	92373	2.75
89874	90773	92135	94669	2.75
92099	93020	94416	97013	2.75
94389	95333	96763	99424	2.75
96724	97692	99158	101885	2.75
98100	100072	101574	104368	2.75

2016	2017	2018	2019	Increase
£p.a.	£p.a.	£p.a.	£p.a.	%
75708	76466	77613	79748	2.75
77583	78359	79535	81723	2.75
79514	80310	81515	83757	2.75
81478	82293	83528	85826	2.75
83503	84339	85605	87960	2.75
85579	86435	87732	90145	2.75
87694	88571	89900	92373	2.75
89874	90773	92135	94669	2.75
92099	93020	94416	97013	2.75
94389	95333	96763	99424	2.75
96724	97692	99158	101885	2.75

99081	100072	101574	104368	2.75
101554	102570	104109	106972	2.75
104091	105132	106709	109644	2.75
106699	107766	109383	112392	2.75
108283	110459	111007	114060	2.75

Appendix 2

Teachers' Pay Policy – Process Flowchart



EQUALITY IMPACT ASSESSMENT CHECKLIST

This checklist is to be used when you are uncertain if your activity requires an EIA or not.

An Equality Impact Assessment (EIA) is a tool for identifying the potential impact of the organisation's policies, services and functions on its residents and staff. EIAs should be actively looking for negative or adverse impacts of policies, services and functions on any of the nine protected characteristics.

The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

Service area & dept.	HR, Legal and Governance	Date the activity will be implemented	01/09/2019
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Brief description of activity	Pay Policy for Teachers
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Answers favouring doing an EIA	Checklist question	Answers favouring not doing an EIA
<input type="checkbox"/> Yes	Does this activity involve any of the following: - Commissioning / decommissioning a service - Change to existing Council policy/strategy - Budget changes	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes	Does the activity impact negatively on any of the protected characteristics as stated within the Equality Act (2010)?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Is there a sufficient information / intelligence with regards to service uptake and customer profiles to understand the activity's implications?	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Does this activity: Contribute towards unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act (i.e. the activity creates or increases disadvantages suffered by people due to their protected characteristic)	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Reduce equality of opportunity between those who share a protected characteristic and those who do not (i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Foster poor relations between people who share a protected characteristic and those who do not (i.e. the function prevents people from protected groups to participate in public life or in other activities where their participation is disproportionately low)	<input checked="" type="checkbox"/> No
FOR =	TOTAL	AGAINST = 6

Will you now be completing an EIA?

☐ Yes

☒ No

The EIA toolkit can be found [here](#)

Assessment Lead Signature	Gillian Shaw
Checked by departmental E&D Lead	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date	11/10/2019



EXECUTIVE MEMBER DECISION

REPORT OF:	Executive Member for Growth and Development Executive Member for Finance and Governance
LEAD OFFICERS:	Director of Growth and Development (Please Select)
DATE:	07/10/2019

PORTFOLIO/S AFFECTED:	Growth and Development	Finance and Governance
WARD/S AFFECTED:	Mill Hill and Moorgate	(Please Select...)

SUBJECT: Site disposal – Laneside HOP, Shorrock Lane, Blackburn

1. EXECUTIVE SUMMARY

During March 2018 the Council's Executive granted approval to carry out a Compulsory Purchase Order (CPO) on the Laneside home for older persons on Shorrock Lane, Blackburn which had been derelict for a number of years.

The CPO was made in 2018 and a Public Inquiry was held in February 2019. Following extensive representation by both sides the Planning Inspectorate found in the Council's favour.

The Council took possession of the site through a General Vesting Declaration on the 12th August 2019.

The process of undertaking the CPO required the Council to show that the site would have an end use to provide new homes. Great Places Housing Association one of the Council's preferred Registered Provider (RP) partners) was selected as they have a large affordable housing stock within the local area. Places for People and Together Housing are also preferred Registered Providers for the Borough.

Great Places Housing Association (GPHA) carried out a scoping exercise for the site and prepared a layout showing a deliverable housing scheme on the site. They secured affordable homes grant from Homes England and confirmed that they had finances in place to deliver the scheme. This level of certainty gave confidence to the Council in initiating the CPO.

GPHA are now ready to submit a planning application for the site and carry out intrusive surveys to demolish the existing building in readiness for redevelopment. The proposed scheme meets the Council's aspiration and the Borough's housing need and the site is now being prepared to be sold to GPHA

2. RECOMMENDATIONS

That the Executive Members:

- 2.1 Authorise the sale of the Laneside site as outlined at Appendix A to be sold to Great Places Housing Association for provision of homes for affordable rent.
- 2.2 Authorise officers to finalise the Heads of Terms for the disposal as reported in the Part 2 report.
- 2.3 Authorise the Director of HR, Legal and Governance to complete the necessary legal formalities.

3. BACKGROUND

- 3.1 The Laneside building was formerly a care home for the elderly which was built around 1964. Following de-commission of the care home, the land and building was sold to a private purchaser in September 2000. Between 2000 and 2004 the building was converted into 19 self-contained apartments which were each sold to private purchasers. Following some sporadic occupation of a small number of the individual apartments between October 2004 and February 2007, the building became empty again and has remained empty since.
- 3.2 The building had been the subject of frequent complaints regarding its condition and related anti-social behaviour issues which had a negative impact on the surrounding neighbourhood. The Council's empty property team worked with the owner to bring it back into use but with no success.
- 3.3 The Council secured approval to carry out a Compulsory Purchase Order on the property:
EMD – Compulsory Purchase of a Disused Former Residential Building and Land at Laneside, Shorrock Lane, Blackburn (dated March 2018)

A Public Inquiry was held at the Town Hall in Blackburn in February 2019. The Inquiry found in the Council's favour.
- 3.4 The Council had to detail what the site would be used for in the 'Statement of Reasons' to confirm that there was a deliverable solution for the site if the CPO was successful. To this end the Council had secured the support of one of their preferred partner Registered Providers, Great Places Housing Association. This support was crucial in showing the Planning Inspectorate that the Council had a firm solution for the site, which was fully deliverable by a Registered Provider with extensive knowledge of the local housing market.
- 3.5 GPHA had prepared scheme layouts, provided a financial cost plan and secured grant to develop the site for affordable housing. This evidence was crucial in supporting the Council's case that the site would be sold to a registered provider (following successful CPO) who would develop it to provide affordable homes in a timely manner.
- 3.6 GPHA is a trusted partner who has vast expertise and experience in developing affordable housing. They have successfully developed across the Borough on a number of sites such as at Lincoln Road, North Road and Audley Range and more recently on the Mill Hill Resource Centre site which is close to the Shorrock Lane site. They also have a large stock holding in the Mill Hill area and have been willing to provide the type of housing that will meet local need.

4. KEY ISSUES & RISKS

- 4.1 GPHA has undertaken a number of surveys at the site and have prepared a scheme layout which provides 16 new homes which include 8 two bed and 8 three bed homes for affordable rent
- 4.2 Early cost analysis shows that the site is very challenging and will require a higher level of financial support from GPHA than they first anticipated.
- 4.3 GPHA are now preparing to submit a planning application for the site over the next few weeks and will carry out demolition of the derelict building as soon as they receive planning approval.
- 4.4 GPHA will be funding the development of the 16 new homes from their own resources along with some grant from the Homes England Affordable Homes Programme.

GPHA plan to start on site in March 2020 and anticipate a build programme of around 52 weeks.

5. POLICY IMPLICATIONS

- 5.1 The disposal is in accordance with the Council's disposal policy and Growth programme, it will meet the strategic aims of the Council's Growth agenda and contribute towards meeting local affordable housing need

6. FINANCIAL IMPLICATIONS

- 6.1 The Council is likely to receive a capital receipt from the transaction as outlined in the part 2 report.

The scheme will bring inward investment to the Borough of around £2m along with around £11,000 annual Council tax income on all new homes built.

Additional income from New Homes Bonus payments has already been factored into the MTFS projections

7. LEGAL IMPLICATIONS

- 7.1 The disposal of the site to a registered provider to provide much needed affordable homes is in line with Council's Growth Programme (see report Growth Programme 2019/20: Site Disposal & Development Projects (March 2019))
- 7.2 The Council will need to ensure appropriate best value considerations in disposal of land as part of any contractual agreements.
- 7.3 The Council will look to safeguard its interests in ensuring that the land is developed in line with its future revenue benefit projections by agreeing a build programme with the developer.
- 7.4 Final Heads of Terms for the sale of the land will be as outlined in the part 2 report.

8. RESOURCE IMPLICATIONS

- 8.1 The disposal will be led by the Growth team; Legal resources will be required to complete the legal formalities relating to the freehold disposal.

Additional support will be required from Capita Property to carry out assessments of scheme proposals, deliverability and Heads of Terms

9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1 ☒ Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 ☐ In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. (*insert EIA link here*)

Option 3 ☐ In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. (*insert EIA attachment*)

10. CONSULTATIONS

Extensive stakeholder consultations have been undertaken during the course of developing the Council's Local Plan (2015) and Strategic Housing Market Assessment (SHMA).

Further consultation has been undertaken during the CPO process which culminated in a Public Inquiry open to all residents.

Additional consultations will be undertaken in line with statutory requirements during the Planning process for the development.

11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

VERSION:	0.02
CONTACT OFFICER:	Subhan Ali, Strategic Development Manager (Housing)
DATE:	8 th October 2019
BACKGROUND PAPERS:	EMD – Compulsory Purchase of a Disused Former Residential Building and Land at Laneside, Shorrock Lane, Blackburn (dated March 2018) And EBD – 'Growth Programme 2019/20: Site Disposal & Development Projects' (dated March 2019)

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

LANESIDE, SHORROCK ROAD, BLACKBURN.



EQUALITY IMPACT ASSESSMENT CHECKLIST

This checklist is to be used when you are uncertain if your activity requires an EIA or not.

An Equality Impact Assessment (EIA) is a tool for identifying the potential impact of the organisation's policies, services and functions on its residents and staff. EIAs should be actively looking for negative or adverse impacts of policies, services and functions on any of the nine protected characteristics.

The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

Service area & dept.	Growth and Development	Date the activity will be implemented	27/01/2020
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Brief description of activity	Sale of the Laneside older person's home on Shorrock Lane, Blackburn which was CPO'd in June 2019. The redevelopment will see family homes for rent being built on the site.
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Answers favouring doing an EIA	Checklist question	Answers favouring not doing an EIA
<input type="checkbox"/> Yes	Does this activity involve any of the following: - Commissioning / decommissioning a service - Change to existing Council policy/strategy - Budget changes	<input checked="" type="checkbox"/> No
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<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Reduce equality of opportunity between those who share a protected characteristic and those who do not (i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)	<input checked="" type="checkbox"/> No
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FOR = 0	TOTAL	AGAINST = 6

Will you now be completing an EIA?

The EIA toolkit can be found [here](#)

☐ Yes

☒ No

Assessment Lead Signature	Subhan Ali
E&D Lead Signature	Gwen Kinloch
Date	09/10/2019