

EMPLOYMENT COMMITTEE	AGENDA ITEM No. 4
17 SEPTEMBER 2015	PUBLIC REPORT

Cabinet Member(s) responsible:	Cllr Seaton, Cabinet Member for Resources.	
Contact Officer(s):	Mandy Pullen - Assistant Director Human Resources	Tel. (01733) 384500

CHANGES TO EMPLOYEE POLICIES AND PROCEDURES

R E C O M M E N D A T I O N S	
FROM : Trade Union Representatives	Deadline date : N.A.
<p>It is recommended that Employment Committee agrees to implement the following employment policy and procedures for centrally employed teachers.</p> <ul style="list-style-type: none"> i) Teacher's Pay Policy (Appendix 1); ii) Teacher's Appraisal Policy (Appendix 2) iii) Teacher's Capability Process (Appendix 3) 	

1. ORIGIN OF REPORT

- 1.1 This report is submitted to the Employment Committee following agreement from members of the Joint Consultative Forum and Education Consultative Forum.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to ensure that the Council maintains up to date and legal employment policies.
- 2.2 This report is for the Committee to consider under its Terms of Reference No. 2.3.1.2 'to determine employee procedures, including dismissal procedures' and 2.3.1.4 'to determine local terms and conditions of employment for employees'.

3. TIMESCALE

Is this a Major Policy Item/Statutory Plan?	NO	If Yes, date for relevant Cabinet Meeting	N/A
---	-----------	---	------------

4. BACKGROUND

- 4.1 The council directly employs teachers at Clare Lodge, in the Access & Inclusion (Neurodevelopment) team and the Pupil Referral Unit. The terms and conditions of employment for teachers are nationally agreed and are set out in the School Teachers Pay & Conditions document (STPCD) 2015. September 2013 was the last time that annual pay increments were automatically awarded to teachers. Pay

progression was linked to performance with the first annual performance related pay increases being awarded where applicable in September 2014. The council has undertaken an annual review of the Teacher's policies linked to pay to ensure that a clearly set out policy in respect of pay, appraisal and capability is in place for its centrally employed teachers.

4.2 The policies apply to all employees in a teaching role including Assistant, Deputy, and Head Teachers.

4.3 Pay Policy

This policy sets out how the council will take decisions on teachers' pay. It had been agreed that the council should retain the previous national pay ranges for three years and this policy proposes that the council will continue to apply any nationally negotiated inflationary increases for all pay points and grades for the academic year 2015-2016. It is proposed that the policy should be reviewed again in September 2016.

4.4 Appraisal Policy

This policy details the framework for a clear and consistent assessment of the teachers' performance. This follows the principles of the STPCD 2015. There are no further changes.

4.5 Capability Policy

This details the process that would be followed in the event that there are serious concerns raised about the employee's performance that have not been addressed by the appraisal process. This follows the principles of the STPCD 2015. There are no further changes.

5. CONSULTATION

5.1 The education unions and the joint trade unions were informed of this proposal during September 2015.

6. ANTICIPATED OUTCOMES

6.1 Implementation of these policies will ensure that the employees are fully aware of how pay and appraisal will be managed going forward.

7. REASONS FOR RECOMMENDATIONS

7.1 These proposed changes are to ensure the Council operates within the STPCD 2015.

8. ALTERNATIVE OPTIONS CONSIDERED

8.1 The policies were considered against:
(a) those published by some other local government employers; and trade unions; and
(b) the STPCD 2015.

9. BACKGROUND DOCUMENTS

- School Teachers' Pay & Conditions Document 2015.

10. APPENDICES

- Teacher's Pay Policy (Appendix 1);
- Teacher's Appraisal Policy (Appendix 2); and
- Teacher's Capability Process (Appendix 3).

This page is intentionally left blank