

## NOTICE OF MEETING

# STAFFING AND REMUNERATION COMMITTEE

**Thursday, 20 October 2022, 7pm – Westbury Room, George Meehan House, 294 High Road, Wood Green, N22 8JZ (watch the live meeting [here](#), watch the recording [here](#))**

**Councillors:** Reg Rice (chair), Ibrahim Ali, Anne Stennett (vice-chair), Marsha Isilar-Gosling and Julie Davies

**Quorum:** three

### **6. MINUTES (PAGES 1 - 6)**

The committee are asked to:

- a. Confirm and sign the minutes of the previous Staffing and Remuneration Committee meeting held on 27 June 2022 as a correct record; and
- b. Confirm and sign minutes of previous Special Staffing and Remuneration Committee meetings held on 17 March 2021, 19 April 2021, 13 April 2022, 19 April 2022, 8 September 2022, 22 September 2022, and 29 September 2022.

### **10. SCHOOLS PAY POLICY (PAGES 7 - 40)**

To approve the updated Haringey Schools Model Teachers Pay Policy for September 2022.

### **11. RECRUITMENT POLICY (PAGES 41 - 56)**

To approve the revised wording in the Recruitment Policy as set out in the report.

### **14. EXEMPT MINUTES (PAGES 57 - 60)**

To confirm and sign the exempt minutes of the Special Staffing and Remuneration Committee meeting held on 13 April 2022, 19 April 2022, 8 September 2022, 22 September 2022, and 29 September 2022.

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Tuesday, 18 October 2022

**MINUTES OF THE STAFFING AND REMUNERATION COMMITTEE  
MEETING HELD ON THURSDAY, 22ND SEPTEMBER, 2022, 2.55 -  
3.00 PM AND ON THURSDAY 29TH SEPTEMBER, 2022, 18.05 -  
18.15 PM**

**PRESENT:** Councillor Reg Rice (Chair), Councillor Peray Ahmet, and Councillor Dawn Barnes .

**1. FILMING AT MEETINGS**

The Chair referred to the notice of filming at meetings and it was noted that the public part of the meeting was not live streamed.

**2. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS (IF ANY)**

Apologies for absence were received from Councillors Ali, Davies, and Stennett.

Councillors Ahmet, and Barnes were present as substitutes. It was agreed that Councillor Rice would Chair the meeting.

**3. URGENT BUSINESS**

In accordance with Part 4 Section B, paragraph 17 of the Constitution, there were no items of urgent business to be considered.

**4. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**5. APPOINTMENT TO THE POST OF OPERATIONS DIRECTOR, HOUSING SERVICES AND BUILDING SAFETY**

The Committee considered the report of the Director of Placemaking and Housing on the appointment to the post of Operations Director, Housing Services and Building Safety. In accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 and Part 4 Section K of the Council's Constitution, the Committee considered the recommendation of an interview panel, which took place prior to the Committee convening.

Following consideration of the exempt information, it was

**RESOLVED**

1. To accept the recommendation of the Member Panel and appoint the recommended candidate to the post of Operations Director, Housing Services and Building Safety, subject to the objections process of the Cabinet whereby the Staffing and Remuneration Committee may only make the offer of appointment of the Operations Director, Housing Services and Building Safety when:
  - (a) no objection has been made by any member of the Cabinet, or
  - (b) if any objection is made, the Staffing and Remuneration Committee has declared itself satisfied that the objection is not material or well-founded.
2. Subject to (1) above, to agree that the appointment of the candidate to the post of Operations Director, Housing Services and Building Safety to be on the salary that is proposed to the Staffing and Remuneration Committee by the Member Panel. It was noted that the agreed rate of pay to be offered was in line with the amount advertised in accordance with the Council pay range of HB2 £120,990 - £140,781.
3. Subject to (1) above, any appointment made will take effect when the appointed candidate accepts in writing the contract of employment offered to them by the Council.
4. To agree that, if the successful candidate decides not to accept the role for any reason and there is an alternative appointable candidate recommended by the Member Panel, that this candidate is appointed to the role subject to (1), (2), and (3) above.

**6. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED**

To exclude the press and public from the meeting for the consideration of item 7 as it contained exempt information as defined in Section 100a of the Local Government Act 1972 (as amended by Section 12A of the Local Government Act 1985); paragraph 1, information relating to an individual.

**7. EXEMPT - APPOINTMENT TO THE POST OF OPERATIONS DIRECTOR, HOUSING SERVICES AND BUILDING SAFETY**

The Recruitment Business Manager provided an update in relation to the candidates. It was noted that one candidate had withdrawn, one candidate was unable to attend interviews on 22 September 2022 and an additional interview could be accommodated on 29 September 2022, and one candidate was unable to attend the interviews at short notice and that, despite efforts, it had not been possible to accommodate an alternative interview within an acceptable time frame. It was therefore recommended that the member interview panel undertook an additional interview on 29 September 2022 and that the Staffing and Remuneration Committee adjourned until this interview could be conducted.



The Committee agreed to adjourn until 29 September 2022 at 5pm or on the rising of the member interview panel, whichever was later.

The Committee reconvened at 6.05pm on 29 September 2022.

The Committee considered the exempt information.

CHAIR: Councillor Reg Rice

Signed by Chair .....

Date .....

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## **MINUTES OF THE STAFFING AND REMUNERATION COMMITTEE MEETING HELD ON THURSDAY, 29th SEPTEMBER, 2022, 2.20 - 2.30 PM**

**PRESENT:** Councillor Reg Rice (Chair), Councillor Peray Ahmet, Councillor Zena Brabazon, and Councillor Marsha Isilar-Gosling.

### **1. FILMING AT MEETINGS**

The Chair referred to the notice of filming at meetings and it was noted that the public part of the meeting was not live streamed.

### **2. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS (IF ANY)**

Apologies for absence were received from Councillors Ali, Davies, and Stennett.

Councillors Ahmet and Brabazon were present as substitutes. It was agreed that Councillor Rice would Chair the meeting.

### **3. URGENT BUSINESS**

In accordance with Part 4 Section B, paragraph 17 of the Constitution, there were no items of urgent business to be considered.

### **4. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **5. APPOINTMENT TO THE POST OF ASSISTANT DIRECTOR FOR SCHOOLS AND LEARNING**

The Committee considered the report of the Director of Children's Services on the appointment to the post of Assistant Director for Schools and Learning. In accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 and Part 4 Section K of the Council's Constitution, the Committee considered the recommendation of an interview panel, which took place prior to the Committee convening.

Following consideration of the exempt information, it was

**RESOLVED**

1. To accept the recommendation of the Member Panel and appoint the recommended candidate to the post of Assistant Director for Schools and Learning, subject to the objections process of the Cabinet whereby the Staffing and Remuneration Committee may only make the offer of appointment of the Assistant Director for Schools and Learning when:
  - (a) no objection has been made by any member of the Cabinet, or
  - (b) if any objection is made, the Staffing and Remuneration Committee has declared itself satisfied that the objection is not material or well-founded.
2. Subject to (1) above, to agree that the appointment of the candidate to the post of Assistant Director for Schools and Learning to be on the salary that is proposed to the Staffing and Remuneration Committee by the Member Panel. It was noted that the agreed rate of pay to be offered was in the range of £103,836 - £120,786, as set out in the Council's Pay Policy Statement.
3. Subject to (1) above, any appointment made will take effect when the appointed candidate accepts in writing the contract of employment offered to them by the Council.
4. To agree that, if the successful candidate decides not to accept the role for any reason and there is an alternative appointable candidate recommended by the Member Panel, that this candidate is appointed to the role subject to (1), (2), and (3) above.

**6. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED**

To exclude the press and public from the meeting for the consideration of item 7 as it contained exempt information as defined in Section 100a of the Local Government Act 1972 (as amended by Section 12A of the Local Government Act 1985); paragraph 1, information relating to an individual.

**7. EXEMPT - APPOINTMENT TO THE POST OF OPERATIONS DIRECTOR, HOUSING SERVICES AND BUILDING SAFETY**

The Committee considered the exempt information.

CHAIR: Councillor Reg Rice

Signed by Chair .....

Date .....

## **LATE BUSINESS SHEET**

**Report Title: agenda item 10 – Schools Pay Policy**

**Committee: Staffing and Remuneration Committee**

**Date: Thursday, 20 October 2022**

**Reason for lateness and reason for consideration**

The Staffing and Remuneration Committee has been asked to consider the Schools Pay Policy report and appendix A – Haringey Model Schools Teachers Pay Policy 2022. The report and appendix provide information relating to the recommendation to the committee and the Haringey Model Schools Teachers Pay Policy.

Under s100B(4)(b) of the Local Government Act 1972, the chair of the meeting is of the opinion that the report and the appendix should be considered at the meeting as a matter of urgency by reason of special circumstances. These circumstances were that parliamentary legislation necessary to the creation of the policy were agreed after the original publication of the agenda. Publication of the report and appendix mean that the Staffing and Remuneration Committee can consider the recommendation in the report in a timely manner at the meeting on 20 October 2022. This was agreed by the Chair on 18 October 2022.

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**Report for: Staffing & Remuneration Committee, 20 October 2022**

**Title: Schools Model Pay Policy Report**

**Authorised by: Dan Paul, Chief People Officer**

**Lead Officer: Chidi Okwesilieze, Head of HR (Schools)**

**Ward(s) affected: All**

**Report for Key/**

**Non Key Decision: N/A**

**1. Describe the issue under consideration**

1.1 The report provides the Committee with the updated Haringey Model Teachers Pay policy for approval.

**2. Cabinet Member Introduction**

2.1 Not applicable.

**3. Recommendations**

3.1 The report is for the Committee to approve the updated Haringey Schools Model Teachers Pay Policy for September 2022 and recommend its adoption to Haringey maintained.

**4. Reason for Decision**

4.1 The School Teachers' Pay and Conditions Document (STPCD) requires schools and local authorities to have a pay policy which sets out the basis on which they determine teachers' pay; the date by which they will determine the teachers' annual pay review; and the procedures for determining appeals. Haringey Schools Model Teachers Pay Policy has been updated in line with the nationally agreed changes.

**5. Alternative options considered**

5.1 Not applicable.

**6. Background information**

6.1 Following a period of consultation, the 2022 School Teachers' Pay and Conditions Document (STPCD) will be laid in parliament on the 14 October 2022 and become law. The STPCD implements the recommendations set out in the 32nd report of the School Teachers' Review Body (the STRB).

6.2 The STPCD is statutory for all local authority maintained schools.

6.3 The financial amendment applicable to the 2022 Model Pay Policy was the award of 5% salary increase across all teaching staff grades and allowances. The Schools Consultative Group members have been notified and consulted on the changes.

6.4 Due to delays in the Department of Education issuing the updated teacher pay awards, there was a delay in the Authority being able to update the policy.

## **7. Contribution to strategic outcomes**

7.1 Not applicable.

## **8. Statutory Officers' comments Legal**

### **Legal**

8.1 The relevant part of the Committee's Constitutional terms of reference are to consider policies, procedures and schemes relating to employment matters including pay and grading structure and changes to employee terms and conditions of employment. This however excludes pay and other terms and conditions for teachers. These are set in the School Teachers Pay and Conditions Documents ("the Document") and the Statutory Guidance issued by the Department of Education.

Local Authorities and governing bodies are required to have due regard to The Statutory Guidance that provides for the adoption of a pay policy which sets out the basis on which it determines teachers' pay and the date by which it will determine teachers annual pay reviews within the framework of the Document.

It is anticipated that an updated Statutory Guidance will come into force on the 14 October 2022. The draft policy has been updated to comply with the legislative requirements.

### **Finance**

8.1 The cost of implementing the additional 5% pay awards for all teachers will be met by the maintained schools' individual dedicated school's budget. Where the council directly employs teachers on these pay scales, the cost will be met from existing agreed budgets.

## **9. Use of Exempt Appendices**

9.1 Appendix A - Haringey Model Schools Teachers Pay Policy 2022.

## **10. Local government (Access to Information) Act 1985**

10.1 Not applicable



## London Borough of Haringey

### Model Teachers Pay Policy (Review Draft – Sept 2022/23)

This policy has been developed through a process of consultation with the relevant Recognised Trade Unions and due to the complexities of this area of employment and education law, the Local Authority expects all Governing Bodies of Community and Voluntary Controlled schools to adopt this policy without amendment.

Should, exceptionally, a Governing Body seek to amend this recommended document or adopt an alternative procedure, the Governing Body must undertake formal consultation collectively with the recognised Teacher Trade Unions and confirm any amendments with the Local Authority via Haringey Schools HR

The Governing Body of (Name of School) adopted this policy on:

Current Policy Version	Pay Policy is effective from September 2021.	
Current Status	Final version	
Status with Trade Union	Final version	07/10/2022
Date of adoption		
Date of next Review		

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## 1. Introduction

- 1.1 This pay policy seeks to ensure that all staff are fairly and equitably rewarded for their contribution to the school. This policy is intended to be a whole school policy; however, it predominately relates to setting a framework for making decisions on teachers' pay.
- 1.2 This policy has been developed to comply with current legislation and the requirements of the School Teachers Pay and Conditions Document 2022 (STPCD). This policy should be read and implemented in accordance with the STPCD.
- 1.3 The pay policy will work in conjunction with the school's teacher appraisal policy with regard to pay decisions (which are linked to individual performance), and the appraisal policy should be read in conjunction with this policy.
- 1.4 The policy will be reviewed annually by the governing body and particularly where there are changes in the STPCD affecting areas of discretion to be exercised by the "relevant body" (which, for community schools, is the governing body).

## 2. Principles

- 2.1 The governing body of XXXXXX is committed to the operation of an appraisal process for teachers and support staff, with the objective of supporting the progress of pupils and the maximising professional development of all staff.
- 2.2 In adopting this Pay Policy, the aim is to:
  - assure the quality of teaching and learning at the school;
  - support recruitment and retention and reward teachers appropriately; and
  - ensure accountability, transparency, objectivity, and equality of opportunity.
- 2.3 In this school, all staff can expect to receive regular, constructive feedback on their performance. In addition, all staff will be given an annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. For teachers, decisions regarding pay progression will be made annually with reference to the most recent appraisal report.
- 2.4 Pay decisions at this school are made by the Governing Body, which has delegated certain responsibilities and decision-making powers to the appropriate committee (+) as set out in Appendix One. This Committee shall be responsible for the establishment and review of the pay policy, subject to the approval of the Governing Body, and shall have full authority to take pay decisions on behalf of the Governing Body in accordance with this policy. The Head Teacher/Principal shall be responsible for advising the Committee on its decisions.
- 2.5 The governing body will ensure that its processes are open, transparent and fair. All decisions made in line with this policy will be reasonable and justified.

- 2.6 The Governing Body will maintain teachers' previous pay grade (excluding allowances or appointment to leadership grade) in accordance with the principle of pay portability.

### **3. Roles and Responsibilities**

3.1 The governing body will:

- Maintain and improve the quality of education offered by the school by adopting a pay policy, which supports the school's overall aims and priorities (as set out in the school development plan).
- Balance the competing demands made on the school's limited budget so that all needs are addressed as effectively as possible.
- Manage its pay policy in a fair, reasonable and open manner.
- Keep its policy in line with the government's initiatives around workforce reform.
- Support the Council's policy to pay employees an hourly rate no lower than the minimum and maximum recommended in the STPCD.
- In relation specifically to leadership pay:
  - Consider annually whether or not to increase the salary of members of the leadership group;
  - Ensure that leadership salaries are within their school's group size and set individual salary range (ISR) for all staff on leadership grade.
  - Set the appropriate levels of pay for the different roles;
  - Assure themselves that appropriate arrangements for linking appraisal to pay are in place and can be applied consistently, and that pay decisions can be reasonable and justified;
  - Approve salaries and the award of performance pay in line with the school's pay policy; and
  - Identify and consider budgetary implications of pay decisions and consider these in the school's spending plan.
- Establish a pay committee, comprising of at least three governors. All governors will be eligible for membership of the pay committee and will be eligible to take part in any discussions (including those relating to individuals) where their interest cannot be called into question in terms of any form of bias to one individual or another on the basis of prior, existing or expected future relationships, professional or personal. Decisions of the pay committee will be placed in the confidential section of the governing body's agenda.

3.2 The Pay Committee will:

- Ratify pay decisions for individual teachers as required by the pay policy, taking into account the recommendations contained within appraisal documentation;
- Review the implementation of the policy annually including assessment of the impact of the policy on progression trends to ensure compliance with equalities legislation, consulting with the headteacher, staff and trade union representatives; and submitting findings to the governing body for approval; and
- Be responsible for organising teacher pay appeals.

3.3 The headteacher will:

- Submit any updated pay policy to the governing body for approval;
- Ensure that the school's Senior Leadership Team (SLT) are briefed as appropriate on the application of the governing body's approach to linking performance appraisal to pay progression and ensure consistency of approach in the application of this policy;
- Have the final say on all recommendations in relations to pay progression or otherwise;
- Submit pay recommendations to the governing body and ensure the Governing Body has sufficient information upon which to make pay decisions;
- Ensure that teachers are informed about decisions reached and that records are kept of recommendations and decisions made.
- Ensure that every teacher received their annual salary statement to ensure compliance.

## **4. Equality**

- 4.1 Decisions relating to pay must always be applied fairly and in accordance with employment legislation and the school's Equality and Diversity in Employment Policy.

## **5. Teachers' pay**

All teachers employed at the school are paid in accordance with the statutory provisions of the STPCD, as updated. A copy of the STPCD 2022 may be viewed online at [www.gov.uk](http://www.gov.uk).

## **6. Pay Reviews and Progression**

- 6.1.1. The governing body (through the pay committee) will ensure that every teacher's salary is reviewed with effect from (and any decisions backdated to) 1 September each year and no later than 31 October (31 December for headteachers). Where a teacher is on long-term absence at the relevant time consideration will be given to adjusting the timing on a case-by-case basis. By 31 October, the governing body will provide the teacher with an individual written statement setting out their salary and any allowances to which they are entitled.
- 6.1.2 Pay reviews for all teachers, including the headteacher, will be conducted in line with the STPCD, and will be based on performance as recorded through staff appraisal. Pay progression is not automatic for teachers. Every appraisal report will contain a pay recommendation (see the teacher appraisal policy). Final decisions about whether or not to accept pay recommendations will be made by the governing body (through the pay committee where appropriate), having regard to evidence provided as part of the performance appraisal review and process. All pay decisions (i.e. no movement, one point or two points) will be clearly attributable to the performance of the teacher. The governing body /pay committee must be able to justify its decision.

- 6.1.3 For eligible teachers to move up the teachers' pay range, all teachers, including the headteacher will need to have successfully completed their appraisal. The evidence used will be only that available through the performance appraisal process as outlined in the teacher appraisal policy.
- 6.1.4 Decisions not to progress up the pay spine will only be made in circumstances where concerns about standards of performance have already been raised as part of the appraisal process.
- 6.1.5 Reviews may take place at other times of the year to reflect any changes in circumstances or job description that leads to a change in the basis for calculating an individual's pay. A written statement will be provided after any review and where applicable will give information about the basis on which a decision was made.
- 6.1.6 Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.

## **6.2 Absence or partial completion of objectives**

- 6.2.1 Where a teacher has been absent for some or all of the appraisal cycle, for example, as a result of long-term sickness absence or maternity leave, the assessment in relation to pay progression will be based on performance during any period of attendance and/or prior performance. In exceptional circumstances, for example, where objectives have not been fully met due to factors entirely outside the control of the appraisee, the appraiser may apply discretion in recommending pay progression where good progress towards objectives has been made.

## **6.3 Headteacher Pay**

### **Determining the Headteacher group and pay range**

- 6.3.1 The governing body will assign the school to a headteacher group as set out in the STPCD by reference to the school's total unit score, calculated in accordance with the STPCD before determining the headteacher's pay range for the post. This determination includes STPCD advice on headteacher pay if the headteacher is appointed as headteacher of more than one school. In any determination or redetermination of leadership pay, the pay range for the headteacher will start no lower than the minimum of the relevant headteacher group and the pay range for any deputy or assistant head in the school.

### **On Appointment:**

- 6.3.2 When determining the headteacher pay range, the governing body will take into account:
- all the permanent responsibilities of the role, including any permanent responsibility as the headteacher of more than one school;
  - any challenges that are specific to the role;

- all the other relevant considerations, for example, any recruitment and retention difficulties, the requirements for a fixed-term appointment or candidate specifications, including how well the appointee meets the requirements of the post; and
- how much room is appropriate for progression for the individual?

6.3.3 The pay ranges for headteachers should not normally exceed the maximum of the headteacher group. However, the governing body may determine to use its discretion to set the leadership pay range to exceed the maximum where they determine that circumstances specific to the role or candidate warrant a higher than normal payment. The maximum of the headteacher's pay range and any additional payments made in line with paragraph 10 of the STPCD 2022 must not exceed the maximum of the headteacher group by more than 25% other than in exceptional circumstances. In both such circumstances the governing body must seek external independent advice and supported by a business case (e.g. from the LA) before a decision. In the case of local maintained and voluntary controlled schools, any decision to pay more than the school's group size must be agreed by the relevant local authority officer (e.g. Assistant Director for Education) before such pay can be offered and confirmed to the headteacher.

6.3.4 When determining the headteacher pay range to advertise, the governing body will consider whether or not it would pay above the advertised pay range for an exceptional candidate. If the governing body considers that it would, this information will be clearly stated in the advertisement and/or recruitment pack. The governing body will record its reasons for the determination of the head pay range and salary on appointment.

6.3.5 Where the headteacher pay range has been determined prior to 1 September 2011 and is above the calculated group size, it will remain in place for so long as that headteacher pay range applies and until a new determination is made.

6.3.6 The governing body will ensure that the process of determining the remuneration of the headteacher is fair and transparent. There will be a proper record made of the reasoning behind the determination of the headteacher pay range and the ratification of decisions made in this respect.

6.3.7 The headteacher pay range for the academic year 2022-2023 is as set out in Appendix 4.

## **6.4 Headteacher pay progression** (See 6.1 for further details)

6.4.1 The governing body must consider annually whether or not to increase the salary of the headteacher who have completed a year of employment since the previous pay determination in their school **based on sustained high quality of performance**, with particular regard to leadership, management and pupil progress at the school and, if it determines to do so, to what salary within the relevant pay range.

6.4.2 pay decisions must be clearly attributable to the performance of the headteacher. A recommendation on pay must be made in writing as part of the appraisal report.

6.4.3 The pay committee may re-determine the serving headteachers "pay range", in accordance with the provisions of the STPCD, as at 1 September or at any time if they consider it is necessary and justified.

## **6.5 Temporary payments to the headteacher**

6.5.1 An additional temporary payment (of up to 25% of annual salary) in accordance with the provisions of the STPCD and subject to 6.3.3 above, will only be considered for additional responsibilities that are undertaken on a clearly temporary or irregular basis, and which have not already been taken into account when determining the headteacher pay range, for example, any temporary responsibility for additional schools. All recruitment and retention considerations must be taken into account when setting the headteacher's pay range.

## **6.6 Overall limits on Headteacher pay**

6.6.1 Ordinarily, the pay committee will ensure that the total sum of salary and any other payments made to the headteacher in any school year does not exceed 25% above the maximum of the headteacher group, excepting any additional payments made for residential duties that are a requirement of the post or payment in respect of relocation benefits which relate solely to the personal circumstances of the headteacher.

6.6.2 In wholly exceptional circumstances, the governing body will consider using its discretion to exceed the normal limits on temporary payments and the sum of total salary, as set out in the STPCD. However, before agreeing to do so, the governing body will seek advice from the Council before providing such agreement.

## **6.7 Deputy/Assistant headteachers**

### **Determining the Deputy / Assistant headteacher pay range**

6.7.1 Posts will meet the basic criterion of "leadership responsibilities across the whole school to be paid on the leadership pay ranges. The professional duties of deputy and assistant headteachers are set out within the STPCD 2022.

6.7.2 The governing body will determine a five point pay range for deputy and assistant headteachers on 1 September each year or at any other time of year in the following circumstances:

- When it proposes to make new appointments, or
- Where there is a significant change in circumstances and / or the responsibilities of serving deputy or assistant headteachers.

6.7.3 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

- Teachers will start no lower than the minimum of the leadership scale;
- The pay committee will determine a pay range which 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, including recruitment and retention factors;

- Ensure that salary on appointment is such that there is scope for future performance related pay progression.

6.7.4 In making any decision to exercise its discretion in this respect, the governing body will ensure that to action such an increase will offer the school value for money in the services it is able to provide in relation to the costs incurred and will require evidence to support any such case. The governing body will record the rationale for leadership pay determinations and the reasons for any redetermination of pay.

6.7.5 When determining the deputy/assistant head pay range to advertise, the governing body will consider whether or not it would pay above the advertised pay range for an exceptional candidate. If the governing body considers that it would, this information will be clearly stated in the advertisement and/or recruitment pack. The pay committee will record its reasons for the determination of the deputy/assistant head pay range and salary on appointment.

6.7.6 The governing body has determined that [number] deputy headteacher posts and [number] assistant headteacher posts are to be included in the school's staffing structure. Where there is more than one deputy headteacher or more than one assistant headteacher, the governing body have the discretion to determine different pay ranges for each post.

6.7.7 The governing body has determined a pay range for deputy and assistant headteachers in accordance the provisions of the STPCD 2022 with due regard to pay rates for other teaching posts in the school and the headteacher.

6.7.8 The maximum of the deputy or assistant headteacher's 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.

6.7.9 The pay range for teachers on leadership grades for the academic year 2022-2022 as set out in Appendix 4.

6.8 **Deputy / Assistant headteacher pay progression** (See 6.1 for further details)

6.8.1 The governing body must consider annually whether or not to increase the salary of the deputy/assistant headteacher who have completed a year of employment since the previous pay determination in their school based on sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school and, if it determines to do so, to what salary within the relevant pay range..

## **OTHER CLASSROOM TEACHERS**

### **6.9 Leading practitioners**

6.9.1 The governing body has determined that [number] leading practitioner posts are to be included in the school's staffing structure. These posts have the primary purpose of modelling and leading improvement of teaching skills. Additional duties will be set out in the job description of the leading practitioner. Successful candidates will demonstrate excellence in teaching and will be able to contribute to leading the improvement of teaching skills.

6.9.2 Where there is more than one leading practitioner post, the governing body have the discretion to determine different pay ranges for each post. The governing body will be able to justify its decision.

### **Determining the Leading Practitioner pay range**

6.9.3 The pay range for each leading practitioner post for the academic year 2022-2023 is set out in Appendix 4.

6.9.4 A Leading Practitioner is not eligible for a teaching and learning responsibility payment or a special educational needs allowance.

### **Progression on the Leading practitioner pay range** (See 6.1 for further details)

6.9.5 The governing body must consider annually whether or not to increase the salary of the headteacher who have completed a year of employment since the previous pay determination in their school based on sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school and, if it determines to do so, to what salary within the relevant pay range. A recommendation on pay must be made in writing as part of the teacher's appraisal report, and in making its decision the relevant body must have regard to this recommendation.

### **6.10 Classroom teachers**

#### **On appointment – Teachers with posts on the Main and Upper Pay Ranges**

6.10.1 The Governing Body will determine the pay range for a vacancy prior to advertising it. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.

6.10.2 In making such determinations, the Governing Body has established the following pay scales for teacher posts paid on the Main Pay Range and Upper Pay Range:

**Main Pay Range Scale – Inner London**

September 2021/22		September 2022/23	
M1	32157	M1	35,502
M2	33658	M2	36,141
M3	35226	M3	37857
M4	36866	M4	39655
M5	39492	M5	41892
M6	42624	M6	44744

**Upper Pay Range Scale – Inner London**

September 2021/22		September 2022/23	
UPR 1	46971	UPR1	49,320
UPR 2	49279	UPR2	51,743
UPR3	50935	UPR3	53482

6.10.3 The Governing Body undertakes that it will not restrict the pay range advertised for or starting salary and pay progression prospects available for teacher posts, other than the minimum of the Main Pay Range and the maximum of the Upper Pay Range.

6.10.4 The Governing Body will apply the principle of pay portability in making pay determinations for all new appointees as follows:

- (a) When determining the starting pay for a classroom teacher taking up their first appointment as a qualified classroom teacher, the Governing Body will pay the teacher on the Main Pay Range and will allocate pay scale points given consideration on one of the following basis:
  - one point for each one year of service as a qualified teacher in a maintained school, Academy, City Technology College, or independent school;
  - one point for each one year of service as a qualified teacher in higher education or further education including sixth form colleges, or in countries outside England and Wales in a school in the maintained sector of the country concerned;
  - one point for each three years of remunerated or unremunerated experience spent working in an occupation relevant to the teacher's work at the school including teaching overseas

The Governing Body will also consider the allocation of additional scale points on the above basis to other teachers appointed to the Main or Upper Pay Ranges.

- (b) When determining the starting pay for a teacher who has previously

worked in an LA maintained school in England and Wales, the Governing Body will pay the teacher on the Main Pay Range or Upper Pay Range at a scale point which at least maintains the teacher's previous pay entitlement

- (c) The Governing Body will also pay teachers who are "post-threshold teachers", as defined by the 2022 [STPCD](#), on the Upper Pay Range. Teachers on the Upper Pay Range no longer need two successful reviews to progress on the Upper Pay Range, the requirement is for only one successful review in order to progress.

### **6.11 Upper Pay Range**

- 6.11.1 Qualified teachers who have applied for and been assessed by this school as meeting the standards for payment on the Upper Pay Range will be paid in accordance with the school's upper pay range as set out in paragraph 6.10.1 or Appendix 4. The criteria and process to progress to the Upper Pay range can be found in [Appendix 1 and 2](#).

### **Progression on the Upper Pay Range** (See 6.1 above and Appendix 1 & 2 for further details)

- 6.11.2 Any qualified teachers may apply to be paid on the upper pay range at least once a year. The headteacher shall assess any such application received and make a recommendation to the governing body, on whether the teacher meets the criteria in paragraph 15.2 of the STPCD 2022. Where a teacher is subject to the 2012 Regulations, the headteacher/governing body shall have regard to the assessments and recommendations in the teacher's appraisal reports under those regulations.
- 6.11.3 All decisions regarding pay progression will be made annually with reference to the most recent appraisal report. UPR teachers will be eligible to progress to the next point on the school's upper pay range where their appraisal outcome confirms that their performance over at least two academic years in this school has been highly competent in all elements of the Teachers standards and that their achievements and contribution to the school are substantial and sustained. Pay progression will be judged as evidenced by Performance Appraisal outcomes.
- 6.11.4 Any points awarded on the upper pay range are permanent, while the teacher remains in the same post or takes up another post in this school.
- 6.11.5 For new appointees who would have progressed to UPR point, the teacher's performance appraisal reports from previous schools can be considered by the Headteacher and/ governing body where it assists with pay progression decisions

## **6.12 Main pay range**

- 6.12.1 Qualified teachers who have not been assessed as meeting the criteria to access to upper pay range will be paid in accordance with the main pay range.
- 6.12.2 The Governing Body has adopted the following main pay range as set out in 6.10.2 and Appendix 4.
- 6.12.3 In determining where on the main pay range an individual teacher should be placed on appointment, the governing body will consider
- Specialist skills and knowledge
  - Specialist qualifications
  - Number of year's teaching experience
  - The teacher's current remuneration

### **Progression on the Main Pay Range** (See 6.1 for further details)

- 6.12.4 The evidence used will be only that available through the performance management/appraisal process and meeting the teacher's standards taking into account their role in the school. The governing body may consider awarding two- point progression where performance is assessed as having significantly exceeded the sustained and high quality of performance that must be demonstrated for one- point progression. Decisions not to progress up the pay spine will be made in circumstances where concerns about standards of performance have been raised in writing as part of the appraisal process.
- 6.12.5 The pay committee will be advised by the headteacher in making all such decisions. Any increase (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The pay committee must be able to justify objectively its decisions.

## **6.13 Early Careers Teachers (ECT's)**

- 6.13.1 Decisions on pay progression for ECT's subject to statutory induction arrangements will be taken by 31<sup>st</sup> October each year to take effect on and be backdated to 1<sup>st</sup> September of that year and will be based on a recommendation from the headteacher which takes account of the teacher's assessment under the induction arrangements and against the Teachers' Standards. Judgments will be properly rooted in evidence provided as part of the Induction process.
- 6.13.2 The induction period for ECT's is 2 school years however, this does not prevent a school from awarding pay progression to ECTs at the end of the first year.
- 6.13.3 It is recommended that graduate teachers without evidence of their QTS will be placed on unqualified teacher pay point (UNQ) subject to confirmation of their QTS. They will then be placed on relevant main pay scale point backdated to the QTS date.

## 6.14 Unqualified Teachers Pay Range

6.14.1 An unqualified teacher is either a trainee working towards qualified teacher status, an overseas trained teacher who has not exceeded the four years they are allowed without obtaining qualified teacher status, or an instructor with a particular skill.

6.14.2 In determining where on the unqualified teacher range an individual teacher should be placed on appointment, the governing body will consider:

- Specialist skills and knowledge
- Specialist qualifications
- Previous teaching experience
- The teacher's current remuneration

6.14.3 The school's pay range for an unqualified teacher is as set out below and in Appendix 4

September 2021/22		September 2022/23	
UNQ1	23099	UNQ1	24254
UNQ2	25212	UNQ2	26473
UNQ3	27325	UNQ3	28692
UNQ4	29187	UNQ4	30647
UNQ5	31298	UNQ5	32863
UNQ6	33410	UNQ6	35081

### Progression on the Unqualified Pay Range (See 6.1 for further details)

6.14.4 Any pay points awarded to unqualified teachers are permanent, while the teacher remains in the same post or takes up a new one at this school.

6.14.5 Unqualified teachers are not eligible for teaching and learning or special educational needs allowances. The governing body will not under any circumstances determine a salary for an unqualified teacher outside of the unqualified teacher pay spine.

## 6.15 Unqualified Teachers' Allowance

6.15.1 The governing body has the discretion to award an additional allowance to an unqualified teacher where it considers that, in the context of its staffing structure the teacher has taken on a sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skills and judgement, or where the teacher holds qualifications or experience which bring added value to the role being undertaken.

## **7 Allowances for classroom teachers**

### **7.1 Teaching and Learning Responsibility Payments**

- 7.1.1 TLRs can only be awarded to posts held by qualified teachers paid on the main or upper pay scale. They cannot be awarded to unqualified teachers, Leading Practitioners or members of the Leadership Group.
- 7.1.2 The pay committee may award a TLR to a classroom teacher in accordance with the STPCD.
- 7.1.3 TLR 1 or 2 payment will be made for undertaking a sustained additional responsibility in the schools staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable. The annual value of a TLR1 must be no less than £8,706 and no greater than £14,732. The annual value of a TLR2 must be no less than £3,017 and no greater than £7,368.
- 7.1.4 All job descriptions will be regularly reviewed and will make clear the responsibility or package of responsibilities for which a TLR is awarded.
- 7.1.5 The pay committee may award a fixed-term TLR3 of between £600 and £2,975 for identifiably time-limited school improvement projects, the duration of the fixed-term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed-term. The relevant body should not award consecutive TLR3s for the same responsibility. Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or a TLR2 may also hold a concurrent TLR3. No safeguarding will apply in relation to an award of a TLR3.
- 7.1.6 TLRs are awarded at the discretion of the governing body and will only be awarded if the governing body is satisfied that the duties of the post include a significant responsibility that is not required of all classroom teachers and that:
- a) is focused on teaching and learning;
  - b) requires the exercise of a teacher's professional skills and judgement;
- 7.1.7 In addition to the above, the award of a TLR 1 or 2:
- a) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
  - b) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils, and;
  - c) involves leading, developing and enhancing the teaching practice of other staff.
- 7.1.8 In addition, before awarding a TLR1, the governing body must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.
- 7.1.9 See Appendix 4 for the schedule of payments.

## **7.2 Special Educational Needs Allowance**

- 7.2.1 A Special Educational Needs (SEN) allowance can only be awarded to posts held by qualified teachers paid on the main or upper pay scale. They cannot be awarded to unqualified teachers, Leading Practitioners or members of the Leadership Group. The role of SENCO, as a managerial responsibility, is not one that meets the criteria for a SEN allowance, but rather it is more appropriately rewarded by a TLR payment. If, in addition to their SENCO role, a teacher meets the criteria set out in the STPCD, then they should be eligible for both a TLR payment and a SEN allowance. However, they are distinct payments – one payable for additional responsibility, the other for the demands of the teaching role they are carrying out.
- 7.2.2 The governing body will award a SEN Allowance to a classroom teacher or SEN support teacher:
- a) in any SEN post that requires a mandatory SEN qualification (not including the mandatory SENCO qualification leading to the achievement of the National Award for Special Educational Needs Co-Ordination),
  - b) in a special school,
  - c) who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service,
  - d) in any non-designated setting (including any pupil referral unit) that is analogous to a designate special class or unit, where the post:
    - i. involves a substantial element of working directly with children with special educational needs,
    - ii. requires the exercise of a teacher's professional skills and judgment in the teaching of children with special educational needs, and
    - iii. has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the schools or unit within the school or, in the case of an unattached teacher, the unit or service.
- 7.2.3 The SEN allowance is determined as a spot value, taking into account the structure of the school's SEN provision and:
- a) whether any mandatory qualifications are required,
  - b) the qualifications and expertise of the teacher relevant to the post, and
  - c) the relative demands of the post.
- 7.2.4 The values of the SEN allowance to be awarded should be of no less than £2,384 and no more than £4,703 per annum and are set out in Appendix 4.



### **7.3 Additional allowances**

#### **Acting Allowance for Teachers**

- 7.3.1 Where a teacher is assigned and carries out duties of a headteacher, deputy headteacher, or assistant headteacher, but has not been appointed as an acting headteacher, deputy headteacher or assistant headteacher, the governing body will, within the period of four weeks beginning on the day on which such duties are first assigned and carried out, determine whether or not an “acting allowance” must be paid in accordance with the following provisions.
- 7.3.2 Where the governing body determines that an acting allowance will not be paid but the relevant duties continue, then the governing body may review this decision and make a further determination at a future date as to whether or not an acting allowance may be paid.
- 7.3.3 If paid, the acting allowance will be of such value as to ensure that the teacher receives remuneration of equivalent value to such point on the leadership pay spine as the governing body has determined applies to the headteacher, deputy headteacher or assistant headteacher ( the teacher’s total remuneration must not be lower than the minimum of the respective pay range of the post they are acting up to for as long as the acting allowance is paid).
- 7.3.4 For as long as an acting allowance is being paid, the teacher will be expected to undertake the professional responsibilities applicable to a headteacher, deputy headteacher or assistant headteacher and work to the relevant teachers’ standards.
- 7.3.5 Where a member of staff covers the full duties of a higher graded role on a temporary basis, for example to cover a vacancy or in the absence of the substantive post holder (other than to cover for annual leave), for the period of at least 12 weeks, they may be paid an acting allowance equivalent to the grade of the post they are covering. Acting arrangements are time limited and will be subject to regular review.
- 7.3.6 Where an employee who is not a teacher is undertaking partial duties of a higher graded role, a special recognition agreement may instead be considered.

### **7.4 Additional Payments**

- 7.4.1 The relevant body may make such payments as it sees fit to a teacher in respect of:
- a) Continuing professional development undertaken outside the school day;
  - b) Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
  - c) Participation in out-of-school hours learning activity agreed formally between the teacher and the headteacher or governing body. Teachers will not be

compelled to offer such an activity but, where they do, the governing body will expect a more formal commitment from the teacher and that the head teacher may direct the place, timing, frequency of the activity as well as which pupils take part and the content. In these circumstances, the school will offer a payment to the teacher equating to an appropriate value for example at a flat hourly rate.

- d) In order to ensure effective work life balance and also value for money in the delivery of the services provided the governing body should consider carefully who is best placed to undertake these activities. It may not necessarily be a teacher and the use of support staff might be more appropriate. Activities should be offered to staff following a fair and transparent process.
- e) Additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

## **7.5 Recruitment and retention incentives and benefits**

- 7.5.1 Payments will not be made under the “recruitment and retention” criteria for additional work undertaken, for specific responsibilities or to supplement pay for reasons other than, under STPCD 2022 paragraphs 27.1 and 27.2, for the re-imbursement of reasonably incurred housing or relocation costs.
- 7.5.2 In the case of retention, a recommendation to offer incentives or benefits would be made by the headteacher for teachers to the pay committee.
- 7.5.3 Governing bodies are free to determine the value of any reward. In their determinations, the governing body should consider whether recruitment and retention incentives and benefits should be offered to new or existing teachers, and should make clear at the outset the expected duration of any such incentives and benefits, and the review date (usually annually) after which they may be withdrawn.
- 7.5.4 Subject to paragraph 27.2 in the STPCD, governing bodies may consider introducing a salary advance scheme for a rental deposit as an additional tool for supporting the recruitment and retention of teachers.
- 7.5.5 These should be set out in writing and if necessary include a review date. The governing body must make budget provision for such payments. The governing body will be able to justify its decision and have clearly defined criteria for making such decisions.
- 7.5.6 The Governing Body will conduct a formal regular assessment of such award.
- 7.5.7 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.

## **7.6 Part-time teachers**

- 7.6.1 Teachers employed on an ongoing basis at the school who work less than a full working week are deemed to be part time. The governing body will ensure that part time teachers are given a written statement detailing their working time obligations (within and beyond the school day) and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements and by comparison to the school's timetabled teaching week for a full time teacher in an equivalent post.
- 7.6.2 Part time teachers will be paid a pro-rata percentage of the appropriate full-time equivalent salary against the timetable week and the same percentages will be applied to any allowances awarded, other than a TLR3.
- 7.6.3 Further guidance is available from the council to assist schools with calculating part- time entitlement and pay.

## **7.7 Short notice/supply teachers**

- 7.7.1 Teachers employed on a day-to-day or other short notice basis must be paid in accordance with the STPCD 2022 on a daily rate calculated by dividing the annual amount by 195.
- 7.7.2 Teachers who work less than a full day will be hourly paid and will have their salary calculated by dividing the annual amount by 1,265 to give an hourly rate.
- 7.7.3 A short notice teacher who is employed by the school or another school in the authority throughout a period of 12 months (beginning August or September) will not be paid more in respect of that period that s/he would have if s/he had been in regular employment throughout the period.

## **7.8 Salary sacrifice**

- 7.8.1 The governing body supports the following salary sacrifice arrangements: [governing body to insert details of salary sacrifice arrangements. e.g. Childcare vouchers, cycle scheme, mobile telephone scheme, etc.] Arrangements will be made to enable staff to participate in these schemes should they wish to do so.

## **7.9 Salary safeguarding**

- 7.9.1 Salary safeguarding will be paid to eligible teachers and in line with the provisions of the STPCD.

## **8 Teacher Pay Appeals**

- 8.1 Teachers may seek a review of any determination in relation to their pay or any other decision taken by the governing body (or a committee or individual acting with delegated authority) that affects their pay.
- 8.2 Appeals may be made on the grounds that the person or committee by whom the decision was made, for example:

- a) Has incorrectly applied any provision of the STPCD,
- b) Has failed to have proper regard for statutory guidance,
- c) Has failed to take proper account of relevant evidence,
- d) Took account of irrelevant or inaccurate evidence;
- e) Was biased, and/or,
- f) Otherwise unlawfully discriminated against the teacher concerned.

This list is not exhaustive.

8.3 Further detail on the order of proceedings for a teacher pay appeal is included in Appendix 3.

#### Document Control

Version History	V1
Implementation date	Effective from 1 <sup>st</sup> September 2022
Review Date	September 2023
Decision making body & date of approval	Staffing and Remuneration Committee DATE:
Summary of Changes	Due to statutory provisions, Teachers Pay Policy is now separated from the combined Pay Policy ( <i>previously Teachers and Support Staff Pay Policy</i> ) to ensure that the council are compliant with statutory directives.

## **Appendix 1: Progression to the Upper Pay Range**

It is the responsibility of teachers to decide whether they wish to apply to be paid on the Upper Pay Range. Determinations as to whether a teacher progresses to the upper pay range will be made in accordance with paragraph 15 of the STPCD 2022 and the process set out in this pay policy.

An application from a qualified teacher will be successful where the governing body is satisfied that the teacher;

- a) is highly competent in all elements of the relevant standards; and
- b) the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

In this school, teachers will be eligible to apply for progression where the teacher has progressed to the top of the school's main pay range. All applications should include the results of the two most recent successful appraisals in this school. Each of the two assessments and recommendations contained within them should be considered to determine whether taken as a whole, the evidence demonstrates that the teacher meets the criteria to progress to UPR point or the next point with the UPR salary points. No additional evidence should be required of the teacher. Where such information is not applicable or available, e.g. those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

In order for the assessment to be robust and transparent, it will be an evidence-based process only.

### **Process:**

One application may be submitted annually. The closing date for applications is normally 31 October each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

- Complete the school's UPR application form (Appendix 2). Submit the application form and any supporting evidence the teacher wants to present to the headteacher by the closing date.
- Notification of the name of the assessor of the application will be sent to the teacher within 5 working days;
- The assessor will assess the application, which will include a recommendation to the pay committee of the relevant body;
- The application, evidence and recommendation will be passed to the headteacher for moderation purposes, if the headteacher is not the assessor;
- The pay committee will make the final decision, advised by the headteacher;
- Teachers will receive written notification of the outcome of their application by the 31<sup>st</sup>

October 2022. 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 "Assessment" below).

- If requested, oral feedback will be provided by the assessor. Oral feedback will be given within 10 school 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.
- Successful applicants will move to the minimum of the UPR backdated to 1 September of the year of application.
- Unsuccessful applicants can appeal the decision. The appeals process is set out in this pay policy.

### **Assessment:**

- The teacher will be required to meet the criteria set out in paragraph 15 of the STPCD, namely that: The teacher is highly competent in all elements of the relevant standards; and The teacher's achievements and contribution to the school are substantial and sustained.
- In this school, this means: **"highly competent"**: the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and application of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.
- **"substantial"**: the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a positive contribution to the wider life and ethos of the school, which impacts on pupil progress and the effectiveness of staff and colleagues.
- **"sustained"**: the teacher must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period (see paragraph 5.1 of this policy). They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently in line with the expectations contained in the school's appraisal policy.

For further information, including information on supporting evidence, please refer to the teacher appraisal policy.

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 pay range in that school or schools. This will not be bound by any pay decisions made by another school.

Progression to the upper pay range is permanent, while the teacher remains in the same post or takes up another post in this school.

## Appendix 2: Application to be paid on the Upper Pay Range

### Personal Information:

Name:	Job Title:
School:	Date of application:
Date of last application (as appropriate):	

### Written Statement:

**Details of Performance Management/Appraisal: Years covered by planning/review statements**

**Schools covered by planning/review statements**

**Summary of application**

*(Continue on additional sheets if needed)*

### Declaration

I confirm that at the date of this request for assessment I meet the eligibility criteria and I submit the performance management/appraisal (and brief supporting evidence as appropriate).

Signed (applicant):

Date:

Date of issue:

## **Appendix 3 – Teacher Pay Appeals**

The Governing Body is committed to ensuring that appeals against pay decisions meet the requirements of the dispute resolution provisions of employment law.

The process set out below is consistent with the dispute resolution provisions of employment law and has been adopted by the school as the means by which appeals against pay decisions are considered.

Teachers may seek a review of any determination in relation to their pay or any other decision taken by the Governing Body (or a Committee acting with delegated authority) that affects their pay.

### **Stage 1 – Representation Hearing**

1. For the representation hearing and appeal hearing, the teacher may be accompanied by a colleague or trade union representative.
2. The teacher receives written confirmation of the pay determination and, where applicable, the basis on which the decision was made.
3. If the teacher wishes to discuss the decision, or make representations, he/she should do so in writing to the chair of the Pay Committee, within **ten working days** of the decision. The letter should outline the grounds of appeal.
4. The Pay Committee will arrange to meet the teacher to discuss the issues within 20 working days. The head teacher should also attend the meeting to clarify the grounds for the recommendation.
5. The Pay Committee will further consider the decision and will write to the teacher with the outcome.
6. Where the teacher continues to be dissatisfied, he/she may proceed to stage 2 of the process.

### **Stage 2 - Appeal Hearing**

1. The teacher should set out in writing the grounds for appealing the pay decision and send it to the Chair of the Appeal Committee / head teacher / other designated person (as determined by the governing body) within ten school working days of receipt of the written outcome of the stage 1 decision (see above)
2. The Clerk to Governors will arrange for an appeal hearing to take place, normally within

Date of issue:



20 school working days of the receipt of the written appeal notification.

3. The appeal should be heard by a panel of three eligible governors who were not involved in the original decision.
4. The procedure for formal appeal meetings will be:

4.1 Chair introduces everyone and their role in the proceedings. Those required to attend:

- a. Chair and other panel members
- b. Employee and employee representative (if accompanying employee)
- c. Any witnesses for the employee side
- d. Pay Committee representative who will state the management case
- e. Any witnesses for the management side
- f. Clerk to the meeting
- g. HR Adviser to give advice to the panel (if in attendance)

4.2 The teacher will present their case including any evidence they wish to have considered and any witnesses to support their case.

4.3 Chair and/or panel members ask questions.

4.4 Pay Committee representative will state their case including the evidence on which the decision was based and any witnesses to support the case.

4.5 Chair and/or panel members ask questions of the management.

4.6 Both parties may make a closing statement if they wish.

4.7 The Appeal Committee will then consider all the evidence in private and reach a decision.

4.8 The Appeal Committee will write to the teacher outlining its decision and the reason/s for it.

4.9 The decision of the Appeal Committee is final.

## Appendix 4 – Teachers Pay Scales for 2022/23

### 1.1 SCHOOL TEACHERS – LEADERSHIP GROUP

HARINGEY COUNCIL TEACHERS - LEADERSHIP GROUP PAY SCALES											
1st September 2022											
Sp PT	Sep 20 Rate	Sep 21 Rate	Sep 22 Rate	Scale	Grp 1	Grp 2	Grp 3	Grp 4	Grp 5	Grp 6	Grp 7
1	50167	50167	52675	LEAD'SHP							
2	51229	51229	53790	LEAD'SHP							
3	52313	52313	54929	LEAD'SHP							
4	53414	53414	56085	LEAD'SHP							
5	54552	54552	57280	LEAD'SHP							
6	55715	55715	58501	LEAD'SHP	X						
7	57003	57003	59853	LEAD'SHP	X						
8	58132	58132	58424	LEAD'SHP	X	X					
9	59380	59380	62349	LEAD'SHP	X	X					
10	60701	60701	63736	LEAD'SHP	X	X					
11	62066	62066	65169	LEAD'SHP	X	X	X				
12	63319	63319	66485	LEAD'SHP	X	X	X				
13	64700	64700	67935	LEAD'SHP	X	X	X				
14	66114	66114	69420	LEAD'SHP	X	X	X	X			
15	67556	67556	70934	LEAD'SHP	X	X	X	X			
16	69146	69146	72603	LEAD'SHP	X	X	X	X			
17	70552	70552	74080	LEAD'SHP	X	X	X	X			
18	71411	71411	74982	LEAD'SHP	X						
18	72125	72125	75731	LEAD'SHP		X	X	X	X		
19	73715	73715	77401	LEAD'SHP		X	X	X	X		
20	75345	75345	79112	LEAD'SHP		X	X	X	X		
21	76249	76249	80061	LEAD'SHP		X					
21	77011	77011	80862	LEAD'SHP			X	X	X	X	
22	78725	78725	82661	LEAD'SHP			X	X	X	X	
23	80472	80472	84496	LEAD'SHP			X	X	X	X	
24	81461	81461	85534	LEAD'SHP			X				
24	82277	82277	86391	LEAD'SHP				X	X	X	X
25	84119	84119	88325	LEAD'SHP				X	X	X	X
26	86001	86001	90301	LEAD'SHP				X	X	X	X
27	87062	87062	91415	LEAD'SHP				X			
27	87933	87933	92330	LEAD'SHP					X	X	X
28	89919	89919	94415	LEAD'SHP					X	X	X
29	91953	91953	96551	LEAD'SHP					X	X	X
30	94039	94039	98741	LEAD'SHP					X	X	X
31	95216	95216	99977	LEAD'SHP					X		
31	96168	96168	100981	LEAD'SHP						X	X
32	98355	98355	103,273	LEAD'SHP						X	X
33	100604	100604	105634	LEAD'SHP						X	X
34	102894	102894	108039	LEAD'SHP						X	X
35	104211	104211	109422	LEAD'SHP						X	
35	105253	105253	110516	LEAD'SHP							X
36	107658	107658	113041	LEAD'SHP							X

37	110142	110142	115649	LEAD'SHP							X
38	112664	112664	118297	LEAD'SHP							X
39	114074	114074	119778	LEAD'SHP							X
39	115215	115215	120976	LEAD'SHP							
40	117898	117898	123793	LEAD'SHP							
41	120645	120645	126677	LEAD'SHP							
42	123461	123461	129634	LEAD'SHP							
43	125098	125098	131353	LEAD'SHP							

### 1.1.2 SCHOOL TEACHERS – LEADING PRACTITIONERS

#### HARINGEY COUNCIL LEADING PRACTITIONER SCALE 1ST SEPTEMBER 2022

Sp PT	Sep 21 Rate	Sep 22 Rate	Scales	Sp PT	Sep 21 Rate	Sep 22 Rate	Scales
1	50415	52935	LP	7	62689	65823	LP
2	52283	54897	LP	8	65007	68257	LP
3	54216	56927	LP	9	67418	70789	LP
4	56219	56500	LP	10	69912	73408	LP
5	58300	61215	LP	11	72480	76104	LP
6	59952	62950	LP				

### 1.1.3 SCHOOL TEACHERS – QUALIFIED CLASSROOM TEACHER

#### HARINGEY COUNCIL QUALIFIED TEACHER SCALE 1ST SEPTEMBER 2021

Sp PT	Sep 21 Rate	Sep 22 Rate	Scales	Sp PT	Sep 21 Rate	Sep 22 Rate	Scales
1	32157	34502	QTEACH	4	36866	39655	QTEACH
2	33658	36141	QTEACH	5	39492	41892	QTEACH
3	35226	37857	QTEACH	6	42624	44756	QTEACH

Date of issue:

**1.1.4 SCHOOL TEACHERS – UPPER PAY RANGE**

HARINGEY COUNCIL TEACHERS - UPPER PAY SCALE 1st September 2022
---

Sp PT	Sep 21 Rate	Sep 22 Rate	Scales
1	46971	49320	PTQTEACH
2	49279	51743	PTQTEACH
3	50935	53482	PTQTEACH

**1.1.5 SCHOOL TEACHERS – UNQUALIFIED TEACHERS**

HARINGEY COUNCIL TEACHERS - UNQUALIFIED PAY SCALES 1st September 2022
--

Sp PT	Sep 20 Rate	Sep 21 Rate	Sep 22 Rate	Scales
1	22849	23099	24254	UQ TEACH
2	24962	25212	26473	UQ TEACH
3	27075	27325	28692	UQ TEACH
4	29187	29187	30647	UQ TEACH
5	31298	31298	32863	UQ TEACH
6	33410	33410	35081	UQ TEACH

Date of issue:

**1.1.6 SCHOOL TEACHERS – ALLOWANCES**

<b>HARINGEY COUNCIL TEACHERS - ALLOWANCES</b>
<b>1st September 2020</b>

Teaching & Learning Responsibility			Recruitment & Retention		
PT	Sep 21 Rate	Sep 22 Rate	PT	Sep 21 Rate	Sep 22 Rate
2a	2873	3017	1	1002	1002 Freeze
2b	4784	5023	2	1970	1970 Freeze
2c	7017	7368	3	2985	2985 Freeze
1a	8291	8706	4	4158	4158 Freeze
1b	10197	10707	5	5415	5415 Freeze
1c	12105	12710			
1d	14030	14732			
3 Min	571	600			
3 Max	2833	2975			

  

Special Needs		
PT	Sep 21 Rate	Sep 22 Rate
1	2270	2384
2	4479	4703

Date of issue:

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## **LATE BUSINESS SHEET**

**Report Title: agenda item 11 – Recruitment Policy**

**Committee: Staffing and Remuneration Committee**

**Date: Thursday, 20 October 2022**

**Reason for lateness and reason for consideration**

The Staffing and Remuneration Committee has been asked to consider the Recruitment Policy report and appendix A – current Recruitment Policy. The report and appendix provide information relating to the recommendation to the committee and the current Recruitment Policy.

Under s100B(4)(b) of the Local Government Act 1972, the chair of the meeting is of the opinion that the report and the appendix should be considered at the meeting as a matter of urgency by reason of special circumstances. These circumstances were that further consultation was required before the report could be published. Publication of the report and appendix mean that the Staffing and Remuneration Committee can consider the recommendation in the report in a timely manner at the meeting on 20 October 2022. This was agreed by the Chair on 18 October 2022.

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**Report for:**               **Staffing and Remuneration Committee**

**Title of Report**       **Recruitment Policy Revision**

**Report  
authorised by**       **Dan Paul, Chief People Officer**

**Lead Officer:**       **Dan Paul, Chief People Officer**

**Ward(s) affected:** **All**

**Report for Key/       Non Key  
Non Key Decision:**

**1.       Describe the issue under consideration**

On 16 March 2021, Staffing and Renumeration Committee received a report on the Council's Recruitment Policy. The Committee did not approve the wording proposed in relation to advertising posts and approved the policy subject to the wording being altered to require all posts to be advertised externally and internally in the first instance.

Trade Unions have subsequently raised this issue with Officers and with Elected Members. At the Council and Employee Joint Consultative Board (CEJCB) on 11 October 2022, Members agreed that a report should be brought to Staffing and Renumeration Committee to consider this issue again.

**2.       Cabinet Member Introduction**

Not applicable.

**3.       Recommendations**

To approve the revised wording in the Recruitment Policy as set out in the report.

**4.       Reason for decision**

To ensure that the recruitment policy meets the requirements of the Council

**5.       Policy wording**

The policy wording agreed by the Committee is related to Section 6, Advertising is as follows. If the Committee approves the recommendations, this would be deleted:

*The council is committed to a transparent and fair process which provides opportunities for existing employees to progress their careers in the council as well as seeking to redeploy displaced staff wherever possible.*

*Vacancies will therefore be advertised internally, widely externally and through partners who promote opportunities to local people at the same time, unless there is a specific case for the advertising to be local routes only. Employees who are seeking redeployment and meet the minimum criteria will be considered first, prior to wider advertising. Where the council advertises a role externally, the choice of media/job boards will be based on effectiveness, flexibility of access, ability to reach a diverse group of candidates and cost. In addition, the council wishes to maximise job opportunities for local people.*

The proposed new wording, agreed between Officers and Trade Unions following the CEJCB meeting, which would replace the above wording, is:

*The council is committed to a transparent and fair process which provides opportunities for existing employees to progress their careers in the council as well as seeking to redeploy displaced staff wherever possible.*

*The Council recognises that the choice of recruitment approach will vary depending on role and circumstances. Hiring Managers, with advice from Human Resources, will select the most appropriate recruitment approach for their role(s). This may include, for example, internal advertising, local advertising, external advertising, search and selection or a combination of the above. Internal advertising in the first instance is preferred if it is reasonable to expect that there will be suitable internal candidates. The Council does not routinely use temp-to-perm arrangements, but there are circumstances where this could be appropriate and the Head of Paid Service must authorise such arrangements.*

If the committee approve the recommendations, the Recruitment Practice Notes will be altered to reflect the new policy wording.

## **6. Alternative options considered**

The alternative option would be not to agree the revised proposed wording, and the existing policy would continue to apply.

## **7. Statutory Officers' comments**

### **7.1 Finance**

This change will have no immediate direct financial implications. However, if this results in fewer posts being advertised externally, then annual advertising costs should reduce.

### **7.2 Legal**

The Council must have regard to the guidance on the statutory code of practice for employers: "Avoiding unlawful discrimination while preventing illegal

working” (updated 22 March 2022) i. This ensures that employers do not unlawfully discriminate contrary to the Equality Act 2010.

Any policy, provision or criterion that applies to employees or other persons in the same way irrespective of a protected characteristics (i.e., age disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race religion or belief, sex sexual orientation) but disadvantages a group of people and or an individual who share a protected characteristic and cannot be objectively justified could result in indirect discrimination. Objective justification of the policy must be proportionate and necessary.

It is important that the circumstances, which determine the recruitment approach of a particular role or job under the policy must be clear, transparent, and objectively justifiable.

### **7.3 Equality**

Equality implications have been considered. This policy change could result in fewer jobs being advertised externally. However, this is considered reasonable in the context of the development and progression of our existing workforce and is an approach that is not uncommon.

### **8. Use of appendices**

Appendix A: Recruitment Policy with current wording

### **9. Local Government (Access to Information) Act 1985**

Not applicable.

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# Recruitment Policy

March 2021

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## 1. Vision

We are ambitious for Haringey's future and have great aspirations for the people who live, visit and work here as outlined in our [Borough Plan 2019-23](#). We recognise that it is people who drive our success and that we cannot achieve our ambitions without talented, passionate, and motivated staff. The aims of our policy and practice are to:

- select on merit.
- showcase Haringey as an excellent employer.
- maximise opportunities for local people to work for the council.
- provide opportunities for existing Haringey staff to develop their full potential.
- use a range of modern sourcing methods including social media and marketing approaches to reflect the changing nature of recruiting talented people.
- put the council's diversity and inclusion agenda at the heart of our recruitment practice, promoting equal and fair treatment throughout our recruitment process.
- use technology to support a great candidate experience, increase efficiency and provide streamlined processes and an easy-to-use system for Recruiting Managers.
- create a recruitment team who offer excellent customer service to Recruiting Managers and candidates.
- introduce a talent pool that will allow Haringey to recruit to positions without a reliance on costly advertising.
- maximise our use of apprenticeship scheme.

## 2. Aims

The council is always committed to recruiting in line with our values, this means we will be:

2.1 Human – we will ensure our candidates are central to our recruitment process by:

- creating a positive candidate experience.
- streamlining our candidate journey.

Providing clear communication and promoting transparency by:

- developing relationships with candidates to build our talent pool.
- asking our partners and customers what they think and, acting on what they say where possible.
- being aware of our impact on others.
- being honest, supportive, and passionate about difference.

2.2 Ambitious – we will recruit the best person for the role by:

- recruiting for attitude.
- creating accessible pathways for internal candidates to progress.
- proactively addressing discrimination and unconscious bias.
- strategically reducing our skills gaps.
- using a variety of methods to attract a wide range of candidates.
- embracing change and continuously improving our processes.

- maximising opportunities for local people.

2.3 Accountable – we will have a transparent and accountable recruitment process by:

- ensuring our process is applied fairly and is clear and accessible.
- removing any barriers to recruitment and progression.
- ensuring that our job descriptions are consistent.
- monitoring and reporting our candidate demographic data to ensure we are supporting equality, diversity, and inclusion.
- managing public money responsibly.

2.4 Professional – we will have a professional recruitment service that adds value by:

- proactively supporting candidates and managers throughout the recruitment process.
- creating a recruitment service with a great reputation in Haringey.
- taking pride in what we do and caring about those we engage with.
- listening to our partners, Recruiting Managers, and candidates to evolve our service and remove barriers.

### 3. Scope

This policy applies to all roles in the council, except for senior officers who use the [Senior Officer Appointments](#) process.

## Recruitment Process

### 4. Reviewing the vacancy

A vacancy offers a good opportunity for Recruiting Managers to assess the needs of the service and to review the role. Before progressing with the recruitment process, a proactive Recruiting Manager should consider a range of factors in determining current staffing needs – and anticipating what they may be in the future, such as:

- the needs of the organisation
- are more staff needed?
- are new skills needed?

In considering if there is a need to recruit, Recruiting Managers should consider why they are hiring, enabling managers to decide the type of role that is needed. Such as:

- Full-time
- Fixed-term or Secondment
- Apprenticeship

The manager should use this to update the role profile using the standard template for job profiles. If there are substantial changes it will be necessary to get the job grade reviewed.

The job specification should focus on the essential requirements for the job which need to be relevant. Irrelevant and unnecessary qualifications and requirements exclude good candidates and work against our aim of encouraging the widest number of talented people to work for the Council.

#### 4.1 Apprenticeships

We are committed to supporting and developing apprenticeships in the council and Recruiting Managers should consider whether the role could be offered as an apprenticeship before advertising. Apprenticeships provide a variety of benefits to the organisation, including but not limited to:

- an opportunity for us to develop our workforce.
- provide employment and training opportunities that reflect the community we serve.
- address gaps in our workforce.
- develop supervisory / management / mentoring skills.

#### 4.2 Politically Restricted Posts

Some posts at in the council are politically restricted, which means that the individuals holding those posts cannot have any active political role. Local Authorities are under a duty to maintain a list of those posts which are politically restricted, and managers must identify whether a post is politically restricted when reviewing the vacancy.

### 5. Selection methods

Before advertising, the Recruiting Manager, in consultation with the Recruitment Team, should decide how candidates should apply, who will shortlist applications and the selection method to be used. Deciding this early in the recruitment process helps to ensure objectivity and mitigate any biases that arise after viewing applications.

#### 5.1 Interviewing

Interviews are the primary method used for selecting the best candidate for the role. Interviews may consist of competency-based questions and an additional form of assessment. Advice on interviews should be sought from the Recruitment Team.

#### 5.2 Practical Tests

For some roles, tests may be appropriate. These are often used where it is important to demonstrate practical, technical or specialist skills. However, the choice of tests must directly relate to the role, be transparent and objective. Advice on using tests should be sought from the Recruitment Team.

#### 5.3 Assessment Exercises

On occasion, the council might use assessment exercises in the selection of the right candidate for the role. Recruiting Managers are expected to seek expert advice before using such exercises so that the exercises themselves are relevant and that the approach to structure and scoring is objective.



When making decisions about what assessment methods to use, it is imperative to consider what, if any reasonable adjustments need to be made for candidates with a disability. Advice on reasonable adjustments should be sought from the Recruitment Team.

## **6. Advertising**

The council is committed to a transparent and fair process which provides opportunities for existing employees to progress their careers in the council as well as seeking to redeploy displaced staff wherever possible. Vacancies will therefore be advertised internally, widely externally and through partners who promote opportunities to local people at the same time, unless there is a specific case for the advertising to be local routes only. Employees who are seeking redeployment and meet the minimum criteria will be considered first, prior to wider advertising.

Where the council advertises a role externally, the choice of media/job boards will be based on effectiveness, flexibility of access, ability to reach a diverse group of candidates and cost. In addition, the council wishes to maximise job opportunities for local people.

### **6.1 Secondments**

A secondment is an arrangement whereby an employee is temporarily assigned to work for a different part of the organisation for a limited period, after which they return to their substantive role.

The council is committed to supporting the progression and development of employees by enabling them to enhance their skill and gain an insight into other departments within the council. One way this can be achieved is through releasing employees to undertake a secondment opportunity. Internal secondments can also address a short-term need to cover a post.

All fixed-term positions will be offered as internal secondments.

## **7. Applications**

The council has developed application forms which are both accessible and easy for candidates to use on all platforms.

We are committed to best practice approaches and regularly participate in initiatives that promote an accessible and inclusive application process such as:

- Stonewall's Workplace Index.
- The Disability Confident Scheme which commits the council to inclusive and accessible recruitment and offers interviews to disabled people who meet the minimum role criteria.
- Ban the Box initiative to support former offenders to return to employment.
- 'Anonymised' recruitment' to help reduce the potential for bias.
- Reasonable adjustments for candidates with disabilities built into the recruitment process.

## **8. Shortlisting**

Candidates will be shortlisted by matching values, skills, and qualifications, included in the application form against the specification set out in the relevant job profile and advertisement.

Internal, redeployees, and disabled candidates should be invited for interview where they meet the essential criteria of the role.

Recruiting Managers will work with the Recruitment Team to review the shortlist and should document the reasons selection and rejection of a candidate. This is both good practice and enables the council to comply with the relevant employment legislation.

All unsuccessful candidates will be notified of the outcome. Recruiting Managers are expected to give internal candidates the opportunity for feedback to aid their development.

## **9. Interview**

Interviews are a two-way process and can help both the Recruiting Manager and the candidate to assess whether they are the best person for the role. It is important that the Recruiting Manager and interview panel prepare well for interviews and reflect the values of the organisation during the interview.

We are committed to, wherever possible, putting together interview panels which reflect our diverse workforce. Panel members should keep careful records of both responses and the reasons for appointment and rejection.

The expectation is that at least one panel member will have received recent recruitment and selection training.

## **10. Completing recruitment**

### **10.1 Successful Candidate**

The successful candidate should be selected using the scoring method decided earlier in the process. Where two candidates are equally scored following interview or assessment, the Recruiting Manager should take positive action by contacting the recruitment team to appoint a candidate with a protected characteristic which is underrepresented within the grade, role category or service.

The Recruiting Manager may issue a conditional offer, subject to pre-employment checks.

### **10.2 Unsuccessful Candidates**

The council is committed to offering all candidates who are interviewed, feedback on the outcome of their interview.

## **11. Compliance**

### **11.1 Pre-employment checks**

In order to safeguard the public and our customers, the council has adopted a thorough approach to checking candidates. These checks will depend on the role being recruited to and are subject to the prevailing legislation, including, but not limited to:

- checking the right to work in the UK.
- safeguarding checks in line with safer recruitment practices, including Disclosure and Barring Service (DBS).
- references.
- proof of qualifications.

Any checks must be lawful, necessary, and fair, and comply with the General Data Protection Regulation.

### **11.2 Health Checks**

Health checks will be carried out following selection to determine whether the candidate can carry out a function essential to the role, e.g., eyesight tests for employees for driving roles. Where such checks are required, these must apply to all candidates.

## **12. Appointment and On Boarding**

Once the council has completed the compliance checks, the candidate can be confirmed in the role and a start date agreed. A contract of employment will then be issued within the legal timescale. The council's policy is to normally appoint new employees at the bottom of the relevant pay grade.

It is important that new employees have a smooth entry into the organisation and therefore the expectation is that managers and the Recruitment Team will provide to employees in advance of them joining, including but not limited to:

- housekeeping information.
- an induction plan including the Employee Code of Conduct and Health and Safety policies etc.
- access to IT equipment and the council's network.
- ensuring they are set up accurately on payroll.
- making them feel welcome by having regular contact in the time leading up to the start date.
- at the earliest opportunity work with them on a development plan.

## **13. Review and Reporting**

In order to continuously improve its recruitment service, the council will capture a range of data and regularly report upon it. This will include service standards, for example average time to hire, success in attracting candidates through various media channels, internal appointments and information about both applications and appointments from those groups with protected characteristics.

## 14. Responsibilities

### 14.1 The Recruitment Team (Human Resources/Organisational Development Service)

The Recruitment Team will provide professional advice on best recruitment practice, ensure that the process works smoothly, that the council's policies and guidance are adhered to and comply with the latest legal framework. They will also monitor its effectiveness providing data to inform the council's Workforce Development Plans and using information and feedback to improve the service.

### 14.2 Recruiting Managers

Recruiting Managers play a pivotal role in the recruitment process and are ultimately the ones who own the success of a new hire. Recruiting Managers are responsible for delivering the aims of this policy in line with the organisations values, in particular:

- creating a positive candidate experience.
- being aware of our impact on others.
- proactively addressing discrimination and unconscious bias.
- taking pride in what we do and caring about those we engage with.

Recruiting Managers are responsible for applying the policy, practice notes, following the relevant guidance and ensuring that they have taken part in appropriate recruitment training.

### 14.3 Chief Officers/Heads of Service

Chief Officers and Heads of Service are responsible for ensuring that the highest standards of recruitment practice are applied in their service areas and that the relevant Recruiting Managers are competent to fulfil the role.

## 15. Legal Framework and Links to other Policies

- Recruitment Policy Practice Notes – Haringey Council 2021
- [Senior Appointment Guidance](#) – Haringey Council 2019
- [ACAS Recruiting Staff Guidance](#)
- Immigration, Asylum and Nationality Act 2006
- Equality Act 2010
- Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 (SI 2017/353)
- Data Protection Act 2018
- General Data Protection Regulation (2016/679 EU)

## Document Control

Key Information			
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Contact		Head of Employment, Reward & Transformation, Haringey	
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