



Alpha Trust Pay Appeals Committee

Terms of Reference

General Terms:

- to deal with all appeals against pay decisions.

Membership:

- at least three named members of the Governing Board or Board of Trustees, none of whom shall be employees or members of the Pay Committee.
- The Principal may attend all proceedings of the Pay Appeals Committee for the purpose of providing information and advice (except where the appeal is in respect of his/her own salary, where he/she will attend for the purposes of making his/her case).

Appointment of Chair:

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

Quorum:

- Three members of the committee.

Meetings:

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

Clerking:

- The clerk to the Pay Appeals Committee must be a person who is not a governor or Trustee of the school(s) or the Principal.

Specific Responsibilities of the Pay Appeals Committee:

General

- To determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy.
- Any decisions shall be made by a simple majority.
- The Pay Appeal Committee's decision will be final, notwithstanding the employee's right in law.
- The Appeal hearing shall be held in accordance with the relevant policy.

Approved 15 July 2020