



15th July 2019

Dear Colleagues

The following 6 policies have been consulted on with Trade Unions and ratified by Directors.

You should make your Local Governing Body aware of the policies, but they do not need to approve them. Therefore, please implement these policies.

- Teacher appraisal – Consulted and not agreed
- Teacher pay – Consulted and not agreed
- Dignity at work – Consulted and not agreed
- Support staff pay – Consulted and not agreed
- Support staff appraisal – Consulted and not agreed
- Leave of absence – Consulted and not agreed

Please see brief overview of the changes below and a summary of consultation discussions.

Teacher appraisal

Work was done on the wording of the policy to ensure that the process was equitable and transparent. Observation protocol as a separate document. Wording included to ensure Objectives and performance management discussions will not solely be based on the assessment data of a single group of pupils. Appraising managers should be trained or supported by a HR professional if at all unsure of process.

Teacher pay

A lot of work was undertaken in consultation with the unions around the wording and general tone of the policy. It still maintains its core functions and processes. TU want LAAT to consider decoupling pay from appraisal and removing the threshold application process, but we were not prepared to do this at this time and also taking into account STPCD guidance which we currently follow.

Dignity at work

Tone of the policy altered, and wording added throughout to make clear that LAAT are committed to a working environment which will enable its employees to fulfil their personal potential. Zero tolerance approach to harassment, bullying, intimidation, aggression or coercion. Timescales added to ensure process is timely. Mediation and informal processes highlighted for staff where they feel comfortable doing so to stop matters escalating, where appropriate.

Support staff appraisal

Previously there were policies for non-teaching and teaching support staff. This was an added complication so one policy for all support staff created. Removed any reference to LAAT following national pay negotiations and Green book. Unions would not agree to support appraisal and pay being linked but LAAT have chosen to retain these links, as with teachers. Adding in wording similar to teachers' policy around processes and appeals. Appraising managers should be trained or supported by a HR professional if at all unsure of process.

Support staff pay

As above. Pay remains linked to appraisal. No reference to LAAT following NJC, Green book paycales. Core functions and processes remain the same.

Leave of absence

This policy has seen the most change. The previous policy was not fit for purpose and required overhaul. More specific clarity and examples are given to support head teachers in making decisions. Appeals section included. The policy still allows for discretion.

Please ensure that these policies are saved to your internal folders to replace the old versions. You will also want to draw staff attentions to the fact that new policies have been implemented and provide them with a copy (email is fine). You may want to consider asking staff to sign to say that they are aware of the new policies. It would be sensible to do so, so that you have a record of them being provided.

There has been a huge improvement in relations with TU reps throughout this process. Although we have no agreement on any policy, TU colleagues have commented that policies are in a much better place. LAAT have been able to retain control and ownership throughout this process, without damaging relations. This no doubt impacts on ER casework as we have a positive working relationship now.

The next 3 policies to be worked on are Code of Conduct, ICT User and Equality and Diversity.

I would anticipate that these will be ready for November 2019.

Should you have any questions regarding any of the policies, you can contact EPM who will be able to guide you through process.

Regards

Laura Lowe
HR Business Partner