

Schools Reward Steering Group – Surrey Pay

2019 - 2020

Terms of Reference (ToR) and Membership

Purpose of the group

The **Steering Group** is appointed to provide overall direction and management of the schools reward programme and is accountable for the success of the programme.

The steering group is responsible for any publicity or other dissemination of information about the project.

Project Delivery and Engagement Principles

The project will be delivered in consultation and engagement with schools to achieve fairness, equity and flexibility in reward policies and their application.

Project delivery will be facilitated by the governance and support of two (2) groups;

- I. Steering group – governance
- II. Project group - support

Regular engagement with Head teachers, Bursars and Academies will be maintained through project briefings and updates.

Steering Group membership and Roles

All schools phase councils are represented in the steering group to ensure engagement with Schools throughout the project.

Project sponsor	Responsibilities
<p>Liz Mills Asst. Dir. Schools & Learning Service</p>	<p>Responsible and accountable for the successful delivery of the project.</p> <p>To represent the interests of schools, providing strategic context, informing effective approach and design.</p>

Steering group members	Responsibilities
Jackie Foglietta (Chair) Head of HR & OD	To ensure the project is focused on achieving its objectives and delivering an affordable outcome that will achieve forecast benefits within the timescales set. Representing the views of strategic leaders of the council in the design and project implementation.
Mark Scarborough (Service lead) Principal Lead for the Virtual School	Representing Schools and Learning, providing direct feedback to Liz Mills. Providing service specific knowledge to inform and/or take responsibility for key areas of engagement, materials and process, in liaison with other project team members, as required.
Julie Smyth (SCC Reward workstream lead) Policy & Reward Manager	Responsible for providing the resources and representing the interests of those developing, facilitating and implementing the project. With the support of the Steering Group, conduct project assurance checks throughout the project to ensure outcomes consistently meet the agreed business needs and changes to the external environment are considered.
Lynn McGrady (Finance lead) Finance Manager	Providing challenge on pay proposals and affordability. Responsible for ensuring affordable proposals for schools and recommendations are taken into account as part of the budget setting process.
Caroline Cusselle (HR Babcock) Lead Consultant, Babcock	To represent Babcock, providing the Schools HR specific context, informing effective approach, policy design, consultation and communication.
Rosemary Hucker Rep. Schools Governors Forum	To represent the interest of the Governors forum. Providing specific strategic context and insights from the governor's perspective to inform effective approach, policy design, consultation and communication.

<p>Maria Wheeler Head, St. Francis School Rep. Primary Schools Phase</p>	<p>To represent the views of Primary phase, informing effective approach, policy design, consultation and communication.</p>
<p>Secondary Schools Phase Representative to be confirmed</p>	<p>To represent the views of Secondary phase, informing effective approach, policy design, consultation and communication.</p>
<p>Special Schools Phase Representative to be confirmed</p>	<p>To represent the views of Special phase, informing effective approach, policy design, consultation and communication.</p>
<p>Bessie Jibunch (SCC HR Project Lead) Lead Consultant, Policy and Engagement (schools)</p>	<p>To run the project on a day-to-day basis on behalf of the Steering Group.</p> <p>Primarily responsible for ensuring that the project delivers the required products, to the required standard of quality and within the specified timescales.</p> <p>To ensure stakeholder engagement and communication. Provide administrative and project management support.</p>

Frequency of Meetings and attendance

The Steering Group will meet monthly.

The steering group will invite work-stream leads (i.e. those responsible for areas of work) as required, to the meeting to provide information and analysis to the steering group, to inform decisions at the appropriate points and milestones.

Work-stream leads will engage with appropriate internal professionals to ensure that their views are considered and engagement on progress of the strategy is achieved.

Governance

See annex 1.

Engagement with Members

People, Performance and Development Committee, (PPDC)

As the body with responsibility for determining policy on Surrey Pay; the People, Performance and Development Committee will receive notification of the proposed changes arising from the schools reward review.

Proposal for change are due to go to 7 November 2018 committee.

Full Council and informal briefings

Any changes to the councils pay policy statement needs to go to full council for sign off.

