



St Thomas Primary School

# Staff Consultation (Personnel Issues) Policy Statement

Date adopted	11th February 2008	Version	Feb08
Last Reviewed	29 <sup>th</sup> June 2011	Review Cycle	Three Years
Revision Ref			
Author/Owner	Personnel Committee		

## 1. Types of Communication

- 1.1. Communication can take a number of forms. It may be a one-off exercise or extend over a period of time. The type of communication depends upon the required outcome of the communication exercise. It may be to:
- **Inform** - to communicate a decision that has been made where two-way consultation was not required;
  - **Research** -to gather information, opinions, attitudes and priorities that will inform decision making;
  - **Consult** - to obtain views which will be taken into consideration when making a decision;
  - **Involve** - to ask for ideas and encourage participation in making a decision.

## 2. Aims and Objectives of Consultation

- 2.1. Through consultation we aim to:
- Identifying issues which affect staff;
  - Give staff an opportunity to voice their needs;
  - Identifying solutions to problems;
  - Be clear, simple, consistent, timely, relevant, open, honest and factual;
  - Ensure that the process is anti-discriminatory and does not preclude participation on grounds of age, race, disability, gender, religion;
  - Listen and act on feedback.

## 3. Consultation Principles

- 3.1. The Governing Body of St Thomas Primary School value their staff and will seek to ensure that they receive proper recognition for their work and their contribution to the life of the school.
- 3.2. The Governing Body recognises the need for an environment and mechanism, which positively encourages staff consultation on all personnel issues.
- 3.3. Staff will be consulted as early as possible where they:
- have a legal entitlement to be consulted;
  - can reasonably expect to be consulted because proposals and policies under consideration would have significant impact on them;
  - will be expected to implement or contribute to proposals and policies.

- 3.4. Personnel policies and any subsequent amendments will be subject to consultation with staff and where appropriate professional associations prior to implementation. To achieve this Governors will ensure that through the Headteacher staff representatives take an active part in discussions and that draft policy documents made available to all staff for consideration before adoption by the full Governing Body.
- 3.5. Copies of Personnel policy documents will be made available for inspection by all members of the staff of the school. The master file of Personnel policies will be kept in the Resources Room. Electronic read-only versions of all policies will be available from the school's website (<http://www.stthomasprimaryschool.co.uk/policies.htm>).
- 3.6. This policy will be reviewed every three years.

#### **4. Document History**

Jun11	Reviewed and re-adopted by Personnel Committee (29 <sup>th</sup> June 2011)
2	Approved by Personnel Committee, 11th February 2008
1.1	Revision and re-format by Clerk, 27th January 2008
1	Legacy policy last reviewed, 15th January 2007