



## Pay Policy for Executive Staff

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# **HISP Multi Academy Trust**

## **Pay Policy for Executive Staff**

### **1. General Commitment**

The Trust Board will seek to ensure that staff are rewarded in an open and transparent way for the level of responsibility they carry and the individual contributions they make to the work of the HISP MAT subject only to the constraints of statutory documents, national and local pay structures and budgetary provision.

The aim of this pay policy is to enable The Trust Board to review the performance of the HISP MAT as well as the performance of the Executive group against planned targets. The Executive group lead the HISP MAT to achieve short and long-term targets and ensuring those targets are closely linked to standards of performance, providing excellent educational outcomes and increase development opportunities. The Trust Board also meets to consider and apply an appropriate remuneration framework to retain high calibre management. Its focus is on ensuring that the HISP MAT can attract, motivate and reward the executive group.

This policy operates in conjunction with Performance Management/Appraisal Policy and Guidelines.

This pay policy will be reviewed annually by the Trust Board.

### **2. Basic principles and Governance**

#### **2.1 Terms and Conditions**

The Executive group are paid taking into account the statutory provisions of the School Teachers' Pay and Support Staff Conditions Document or EHC2007. Pay will reflect performance be in line with market forces, undertaking external benchmarking

All pay-related decisions are made taking full account of the HISP MAT improvement plan and staff, together with their union representatives, have been consulted as appropriate on the principles contained in this policy. Such decisions are also taken within the framework of current employment legislation, particularly those focused on equalities.

The Trust Board considers, in arriving at a total remuneration package, the skills and experience of the candidate, the market rate for a candidate of that level of experience, as well as the importance of securing the best candidate when a post is advertised. The Trust Board will actively promote equality in all aspects of Trust, particularly as regards all decisions on advertising of posts.

The Chair will ensure that each member of Executive group is provided with a job description/list of duties in accordance with the agreed staffing structure. Job descriptions should be reviewed periodically by the Trust Board, in consultation with the individual employee concerned in order to make any reasonable changes. This would naturally form part of the performance management discussions between the employee and their reviewer.

#### **2.2 Pay reviews**

The Trust Board will review the Executive group at the 1 September and no later than 31 October every year. Within one month of the pay determination, the Trust Board will give them a formal statement saying what their salary is, how it has been arrived at, and showing

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any other financial benefits to which, they are entitled. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that affect the structure of the pay. Any pay progression decisions will be based on performance.

Inflationary pay awards for Teaching and Support will be applied from September (teaching) and April (support).

### 2.3 The Resources Group (RG)

Decisions on pay will be taken by the RG in line with the Scheme of delegation. The Committee consists of a minimum of three Trustees, elected annually and is responsible for:

- considering Executive Lead's recommendations for the pay of other staff, including ensuring the Performance Management/Appraisal Policy has been consistently and robustly applied normally by 31 October;
- deciding the approach towards the exercising of pay discretions;
- keeping the pay policy up-to-date and under review; and
- ensuring that pay decisions of each member of staff in the school are communicated to them in writing
- approving the annual teachers' pay statements

The Chair will make all pay recommendations to the RG.

The full Trust Board retains responsibility for endorsing any proposed changes to the pay policy

### 2.4 Complaints/appeals

Where a member of the Executive group is dissatisfied with a decision of RG, this should be taken up informally with the Chair of the Board, if unresolved, then pursued via the Trust Board's Appeals Committee. The grounds for any appeal and process for pursuing it are described in appendix 1.

### 2.5 Confidentiality

The elements of the pay policy will be shared and discussed openly with relevant executive staff. Individual pay decisions will be handled confidentially between the Chair and the individual concerned. Anonymised pay information may be provided to carefully selected 3<sup>rd</sup> parties to enable quality assurance and benchmarking to take place.

## 3. Basic Salary

The leadership pay points are derived from those set out in the prevailing School Teachers' Pay & Conditions document.

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The Trust Board 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.

### **4. Pay Progression based on performance**

The arrangements for reviews are set out in The Performance Management/Appraisal policy.

Decisions regarding pay progression will be made with reference to the performance of the HISP MAT as well as the performance of the Executive group against planned targets.

To be fair and transparent, assessments of performance will be properly rooted in evidence. Fairness will be assured by annual monitoring of the application of the pay policy and pay decisions. The evidence used to determine pay progression will be only that available through the review process.

### **5. Monitoring the impact of the policy**

The Trust Board will monitor the outcomes and impact of this policy on a regular basis, including trends in progression across specific groups to assess its effect and the HISP MAT's continued compliance with equalities legislation.

The Trust Board will monitor the outcomes and impact of the pay policy. Pay decisions will be recorded in a way that it enables the Trust to assess the equality impact of the same, taking account of the following protected characteristics:

- Sex/gender/trans
- Ethnicity
- Disability
- Age
- Pregnancy and maternity
- Sexual orientation
- Marriage and civil partnership
- Religion and belief

The Trust Board will also take steps to ensure that the pay policy does not discriminate on grounds of trade union membership. Pay anomalies will be dealt with by consultation on an individual basis.

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### Appendix 1

#### Appeals Arrangements

The arrangements for considering appeals are as follows:

1. A member of staff may appeal in relation to his or her pay on the grounds specified in (2) below.
2. The grounds for appeal are that the person or committee by whom the decision was made:
  - a. incorrectly applied any provision of the relevant terms and conditions of service;
  - b. failed to have proper regard to statutory guidance, such as Teacher Standards;
  - c. failed to take proper account of relevant evidence;
  - d. failed to consistently apply the pay, or Performance Management/Appraisal Policy;
  - e. took account of irrelevant or inaccurate evidence;
  - f. was biased; or
  - g. otherwise unlawfully discriminated against the member of staff.An issue raised as a pay appeal cannot then be raised again as a grievance.
3. If a member of staff received an overpayment, an agreement should be reached on the terms and timescales for recovery. In exceptional circumstances where an agreement cannot be reached, the employee may exercise their right of appeal in accordance with this procedure.
4. The sequence of events is as follows:
  - a. The member of staff receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
  - b. If the member of staff is not satisfied with the pay decision, he/she should seek to resolve this by discussing the matter informally with the Chair of the Trustees.
  - c. Where this is not possible, or where the member of staff continues to be dissatisfied, he/she may follow a formal appeal process.
  - d. The member of staff should set down in writing the grounds for questioning the pay decision (which must relate to the grounds as set out above) and send it to the Clerk to the Trust Board, within ten working days of either the notification of the original decision, or of the outcome of the discussion with the Chair.
  - e. Any appeal should be heard by a panel of three members of an Academy Committee<sup>1</sup> who were not involved in the original decision, normally within 20 working days of the receipt of the written appeal notification and give the member of staff the right to be accompanied and make representations in person.
5. Employees who are dissatisfied in relation to their pay have a statutory right to raise a formal complaint about that decision, which is termed a “grievance”. The process defined within this section meets the statutory requirements for raising a “grievance” and therefore an issue raised as a pay appeal cannot then be raised again under the school’s formal Grievance Procedure.

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<sup>1</sup> Academy Committee is a term used within the organisation for a Local Governing Body. Where a school does not have an AC, a committee will be created from the MAT or by members of the MAT Executive Team.

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**The procedure for the conduct of formal meetings shall be as follows.**

Introductions by the Chair who will ask everybody to introduce themselves and asked if there any witnesses from either side will be called during the meeting. Note taker will be a PA. The HR Manager may be called to give advice to the panel.

The Chair will then outline the purpose and the etiquette of the meeting and remind staff why they are there.

- The Chair controls the meeting.
- Explains and explores the issues.
- Will ask each side to state their case employee first, followed by the Management.
- All remarks are addressed through the Chair.
- Staff do not interrupt each other.

### **Step 1. Chair will ask the employee to state their case**

Employee/representative presents employee case:

- what is the evidence that supports their case
- introduces any witnesses
- Chair asks questions
- Chair opens the discussion to the panel (if applicable).

### **Step 2. Once the employee has stated their case the Chair will ask the management to state their case**

Management representative presents management case:

- what is the evidence that supports the disputed pay decision
- introduces any witnesses
- Chair asks questions
- Chair opens the discussion to the panel (if applicable).

### **Step 3. Summing up**

If appropriate, the Chair can sum up the key points on both sides.

### **Step 4. End of hearing**

Chair ends the hearing and advises employee that they will let him/her have the panel's decision in writing within an agreed timescale.

Chair advises employee that he/she will have a right of appeal and that the letter will contain full details. Decision-making notes main points of panel discussion and their decision. Panel obtains HR advice if required, inform their decision-making.

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### **Step 5. Communication of decision**

Employee is notified of decision. Decision and reason for the decision confirmed in writing.