



Executive Remuneration



Policy	Executive Remuneration Policy
Date of review	March 2024
Date of next review	March 2025
Lead professional	Chief Operating Officer and Head of HR
Status	Non-Statutory

1. Purpose of policy and guiding principles

- 1.1. The purpose of this document is to provide the Multi-Academy Trust with a policy and procedure that set out how the trust Board of Directors will take decisions on remuneration packages, for the Trust Executive.
- 1.2. The trust Board of Directors will use this policy to assist with the recruitment, retention and recognition of executive employees whilst recognising that decisions about remuneration should be fair, justifiable, open, objective, accountable and within agreed policies and procedures.
- 1.3. This policy clarifies how the trust will apply a remuneration package to the executive, how it will use any discretionary powers, a timetable for annual reviews and identifies where responsibility lies for decisions on the remuneration package.
- 1.4. This document also outlines the procedure for appeals against remunerations package decisions.
- 1.5. All executives will be employed on either the statutory provisions of the School Teachers' Pay and Conditions Document (STPCD) or the 'Burgundy Book' as updated from time to time or the NJC 'standard' terms and conditions of employment for Local Government employees, the 'Green Book', as updated from time to time, *however all remuneration package elements are determined by the trust Board of Directors*. These are available in the staff handbook or from the HR team.
- 1.6. All remuneration package related decisions are made taking full account of trust development and improvement plans.
- 1.7. Any safeguarding of salaries will be applied in accordance with individual, relevant terms and conditions of employment.

2. Links with other policies or legislation

- 2.1. This policy links with terms and conditions of employment for all staff, underpinned by the Employment Rights Act 1996.
- 2.2. This policy links with the trust Pay Policy.
- 2.3. This policy links with the Performance Management Policy and guidance.
- 2.4. All employees will be treated equally and consistently, in accordance with the Equality Policy.
- 2.5. All remuneration package related decisions are taken in compliance with current employment legislation, including the Equality Act 2010.

3. Provisions

Job Descriptions

- 3.1. The trust Board of Directors will ensure that each member of the executive is provided with, or has access to, their job description in accordance with the staffing structure agreed by the Board.
- 3.2. Job descriptions will identify key areas of responsibility, functions, and post specifications.
- 3.3. Appropriate differentials will exist between posts in the trust recognising accountability, responsibility, line management requirements and overall impact on outcomes.
- 3.4. Job descriptions will be reviewed periodically and, where there are any significant changes to the job descriptions, the impact on remuneration will be considered in consultation with the employee and their Trade Union representative.

New Appointments/Determining Remuneration Package

- 3.5. Where a new appointment is being appointed to the Trust Executive and, before any recruitment is undertaken, the trust Board will consider remuneration package arrangements in place for current and/or previous incumbents, along with the statutory provisions of the School Teachers' Pay and Conditions Document (STPCD); National Joint Council (NJC) for local government services, current market forces and external benchmarking.
- 3.6. In arriving at a total remuneration package, the skills and experience of the candidate and their current remuneration package will be also considered, in recognition of the need to secure the best candidate.
- 3.7. The remuneration package could include pay scales or a spot salary and additional material benefits as negotiated between the parties, then documented.

Annual Remuneration Package Reviews

- 3.8. The trust Board of Directors will ensure that remuneration package for the Trust Executive is reviewed taking into consideration the statutory provisions of the School Teachers' Pay and Conditions Document (STPCD); National Joint Council (NJC) for local government services, current market forces and external benchmarking.
- 3.9. The trust Board of Directors will form an Executive Performance Management Subcommittee to carry out the Executive annual review. The subcommittee will make a recommendation to the trust Board of Directors of the outcome of the review for their consideration.
- 3.10. Any revision in the remuneration package is not automatic and any variation decisions will be linked to performance and performance management.
- 3.11. Remuneration package and performance reviews are with effect from 1 September and no later than 31 December each year.
- 3.12. Within one month of the review, the trust Board of Directors will provide a written statement to the Executive stating what the new remuneration package will be, detailing how this has been arrived at.
- 3.13. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that may affect the structure of the annual remuneration package in place.

4. Performance related remuneration

- 4.1. In accordance with the trust Performance Management Policy, the performance management period will run for 12 months from 1 September to 31 August.
- 4.2. Objectives and targets will be set and agreed annually, focused on trust improvement plans.
- 4.3. Decisions relating to change in the remuneration package (as detailed in 3.3) will be made with reference to the performance against the agreed targets for the previous academic year.

5. Appeals

- 5.1. Where an Executive is dissatisfied with the remuneration package, this should in the first instance be discussed informally with the Chair of the Board.
- 5.2. If unresolved then the Executive may choose to pursue this formally by submitting a letter of appeal within 10 days of the notification of the remuneration package decision or the informal discussion with the Chair of the Board as referred to above. Appeal letters should be submitted to the Clerk to the trust Board of Directors.

5.3. Grounds of appeal should be based on one or more of the following:

- incorrectly applied any provision of the relevant terms and conditions of employment;
- failed to have proper regard for statutory guidance, such as Teacher Standards;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- failed to consistently apply the Executive Remuneration Policy or the associated Performance Management Policy
- was biased; or
- otherwise unlawfully discriminated against the employee.

5.4. Any appeal should be heard by a panel of 3 members of a Board of Directors who were not involved in the in providing the recommendation (ie the Executive Performance Management Subcommittee) , 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.

5.5. Employees who are dissatisfied in relation to their remuneration package 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 remuneration package appeal cannot then be raised again under the trust’s formal Grievance Procedure.

6. Roles and responsibilities

The role of the Chief Operating Officer

6.1. The COO will ensure that the Executive Remuneration Policy is reviewed annually by the Board of Directors

The role of the Directors

6.2. Directors will approve the Executive Remuneration Policy.

6.3. Directors will appoint a relevant Executive Performance Management Subcommittee that determine and review the remuneration of the Executive.

6.4. Directors will ensure that awards are made fairly and without discrimination or bias.

6.5. Directors will monitor, evaluate and review policies in line with statutory and best practice guidelines.

The role of the employee/other staff

- 6.6. The COO will ensure that the Executive Performance Management Subcommittee is co-ordinated and occurs each year on behalf of the trust Board of Directors.
- 6.7. The Head of HR will advise on policy and equal remuneration package considerations and ensure all paperwork relating to Executive remunerations package reviews are held on file.
- 6.8. The CFO will monitor remuneration package decisions, in line with budget planning and monitoring.

7. Monitoring and Evaluation

- 7.1. The trust Board of Directors 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 trust's continued compliance with equalities legislations and monitoring of the gender pay gap.