

## *Pay Policy and Procedures*

### **1 Introduction**

- 1.1** The use and review of this policy is the responsibility of the Chief Executive and the Directors of the Heart of Mercia Multi Academy Trust (HoM).

### **2 Aims & Objectives**

- 2.1** This policy document establishes a framework for pay based on the HoM Governance Procedures, Financial Regulations and Scheme of Delegation such that:

- The Trust shall be responsible for the appointment, grading, suspension, dismissal, and determination of pay and conditions of service of the holders of senior posts.
- The Trust shall be responsible for setting a framework for the pay and conditions of service of all staff other than the holders of senior posts.
- The Chief Executive, with academy Principals shall be responsible for the appointment, assignment, grading, appraisal, suspension, dismissal, and determination, within the framework set by the Trust, of the pay and conditions of service, of staff other than the holders of senior posts.

### **3 Procedures**

#### **3.1 Senior Post Holders of the Trust**

Senior post holders of HoM are:

- The Chief Executive
- Director of Governance
- Principal - WSFC
- Principal - HSFC
- Principal – KEVI
- Head - The Chantry School
- Head - John Kyrle High School
- HoM Chief Financial Officer
- Whomever the Trust may decide, from time to time, in accordance with the Scheme of Delegation.

#### **Other Senior Posts**

The following Senior Posts are not designated as Senior Post Holders of the Trust; however, the HoM Pay Policy and Procedures apply.

- Chief Information Officer
- Director of Quality
- Director Strategy

### 3.1.1 Appraisal

Appraisals will take place late in the summer term or early in the autumn.

Senior Post holders' appraisals will normally be undertaken as follows:

- The Chief Executive will normally be appraised by the Chair and one other Director of the Trust.
- Individual Academy Principals/Heads will normally be appraised by the Chief Executive and Chair of the Local Governing Body (LGB) (and another Director if appropriate).
- The Director of Governance will normally be appraised by the Chair and one other Director of the Trust.
- The Chief Finance Officer will normally be appraised by the Chief Executive and one other Director if appropriate.
- Local Clerks though not senior post-holders will normally be appraised by the Chair of the LGB and another member of the LGB.

**3.1.2** The Trust shall establish a Remuneration Committee to advise on the remuneration of the holders of senior posts following their appraisals.

**3.1.3** The Remuneration Committee will, from time to time, negotiate with the holders of senior posts to agree pay and conditions of employment.

**3.1.4** Procedures for appointment, grading, suspension, dismissal, and conditions of service of senior post holders will be determined by the Trust.

**3.1.5** The appraisee will prepare a self-appraisal statement including reference to delivery of previously set targets, plans for the future, any suggested changes to the job description and any potential training requirements.

This will be submitted to the appraisers in advance of the agreed appraisal meeting.

A draft appraisal statement will be prepared by the appraisers which will be sent to the appraisee for agreement. The final copy should be signed by the appraisee and at least one appraiser.

It should include a recommendation that the appraisers would support a pay award to be set by the Remuneration Committee.

### 3.2 Trust Staff

The pay of staff who are employed solely to perform a MAT role (i.e. they do not have another role within one of the Trust academies) is determined by the Chief Executive in consultation with their line manager at the Trust e.g., HoM Chief Information Officer.

### **3.3 Academy Staff**

Other than senior post holders the following principles apply to all Trust staff or categories of staff as identified.

These guidelines are to be used in conjunction with the pay policies in individual academies of the Trust.

Staff in academies should refer to the pay policy and procedures of their academy.

Staff who perform a role for the MAT alongside their main duties for one of its academies, should refer to the pay policy and procedure of the academy in which they are based.

#### **3.3.1 General Principles**

The following principles will be followed in the determination of a framework for pay:

- The academy will endeavour to recruit, motivate, and retain staff of the highest quality.
- Salary levels will be paid commensurate with the experience, expertise, and responsibilities of the post holder.
- There will be equality of opportunity for all in matters of pay and no direct or indirect discrimination in pay awards.
- There will be no consideration given to any characteristics identified as protected by the 2010 Equality Act in the determination of pay awards.
- In accordance with contracts, all posts will have job descriptions appropriate to their responsibilities.

The framework for pay will be interpreted to produce flexibility and responsiveness to the changing needs of the Trust and its academies.

#### **3.3.2 Guidelines for determining pay in HoM Academies**

HoM is made up of both schools and colleges employing teachers and support staff. The guidelines below reflect this. Staff in academies should refer to the Pay Policy and Procedures in their academy for further detail.

- HoM Colleges are members of the Sixth Form Colleges' Association (SFCA) established to negotiate at national level with the representatives of both teaching and support staff. A formal Recognition and Procedure Agreement describes the range of issues covered by the national negotiating machinery. The SFCA recommends from time to time, usually annually, changes in the pay and conditions of employment of teaching and support staff for consideration by the Trust.

## Policy document

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- HoM Schools use recommendations notified by the government. Teachers pay and conditions are considered by the School Teachers Review Body (STRB), which inform government recommendations.
- Similar arrangements are used for HoM support staff, with local authorities using the local government pay rates arising from the National Joint Council (NJC) to determine levels.

**3.3.3** The Trust will have regard to the provisions of pay and conditions of service determined through national negotiations with the SFCA, the STRB, and the local government pay rates, though subject to changes agreed or applied at a local level.

**3.3.4** The proposed budget for pay and staff related expenditure will be itemised in the full budget for approval by the Trust annually.

**3.3.5** Changes to the salaries of staff directly responsible to an academy Principal/Head will be discussed with the Chief Executive and Chair of the Trust. This includes:

- the local Finance Director
- the local Premises Manager
- the Head/Principal's P.A.
- Other staff as determined locally.

### **3.3.6** Appointments

The Chief Executive with Academy Principals/Heads will be responsible for the replacement of existing staff and new appointments within the staffing budgets. They will comply with all relevant employment and equality legislation to ensure HoM is recruiting within the law as well as complying with the Trust's Equality, Diversity and Inclusion Policy.

The Chief Executive and Academy Principals/Heads will determine starting dates and salaries within the appropriate incremental position.

- i. Salaries will reflect national and local benchmarks where appropriate.
- ii. Ease or difficulty of recruitment in the local area will be considered.
- iii. Starting salaries may reflect the level of experience and/or qualifications of candidates.

### **3.3.7** Increments and Performance Payments

Academy staff will be awarded increments and performance payments in accordance with national and local agreements, subject to satisfactory performance where applicable.

Increments awarded for additional responsibilities will be at a level determined by the following criteria:

- the degree of management responsibility and the number of staff for whom responsibility is assumed.
- the volume and detail of administrative work and the amount of resources for which there is responsibility.
- the additional time commitment involved.
- the extent to which there is need for development work in any aspect of academy provision and/or policy.
- comparability with other schools or colleges within the constraints of the budget.

For illustrative purposes, when considering remuneration for middle management posts such as Head of Department, the relevant factors to consider would be:

- the number of staff in the department.
- the numbers of students following the course(s).
- the range and variety of subjects and syllabuses which are taught.
- the complexity of arrangements for using facilities and equipment and for undertaking practical work, fieldwork, exchanges, etc.
- other reasons specific to the department.

The structure of responsibility allowances in the academies of the Trust will evolve as opportunity arises to ensure equivalence of grade for equivalent work.

**3.3.8** The hourly rates for all work paid by this method will be determined by appropriate national agreements.

## 4 Appeals

**4.1** Appeals regarding individual pay decisions should be made using the Pay Policy and Procedures of the individual academy where the member of staff works.

HoM staff who have made such a pay appeal at academy level can appeal to the Trust. This can only be done on the grounds of maladministration or procedural irregularity by their academy during the original appeal, not dissatisfaction with the decision made by the academy in the original appeal.

The appeal to the Trust will be heard by the Remuneration Committee of the Trust.

The decision of the Remuneration Committee will be final.

**4.2** Staff who are employed solely to perform a MAT role (i.e., they do not have another role within one of the Trust academies), can appeal a pay decision to the Trust. The arrangements for considering individual appeals are set out in the Teaching and Support Staff Conditions of Service handbooks at appendices 3 and 4 respectively.

## Policy document

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The Remuneration Committee of the Trust will hear the appeal and its decision will be final.

### 5 Equality Impact

The Trust's responsibilities towards promoting equality, diversity and inclusion have been considered when drafting this policy.

### 6 Monitoring

This policy will be monitored through the routine reporting of the HoM Chief Financial Officer and HoM HR Director and the collation of statistics and/or benchmarking available through SFCA, STRB, NJC for Local Government Services and other local schools and colleges where appropriate.

These outcomes will be reviewed through the normal procedures for evaluating staff data, and the regular meetings of the MAT (Multi Academy Trust) Executive Group and the Trust Remuneration Committee.

Date of review	Date agreed	LGBs	MAT Board	Review date	Comments
07/11/23	22/11/22	Spring 2024	7/12/23	November 2024	