

**The Heath Family (NW) Multi Academy Trust
Central Pay Policy**

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Custodian title	Initial version: Board of Trustees, The Heath Family (NW) MAT Review: Business & Finance Committee, The Heath Family (NW) MAT		

1 SCOPE AND PURPOSE

- 1.1 The Heath Family (NW) Multi Academy Trust has adopted the policy set out in this document to provide a clear framework for the management of pay and grading issues for any staff employed within the Trust who do not fall under the Pay Policy for Teachers or Pay Policy for Support Staff.
- 1.2 The Trust is committed to taking decisions in accordance with the 'key principles of public life': objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all employees, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.
- 1.3 The Trust recognises its responsibilities under relevant legislation including the Equality Act 2010 and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.
- 1.4 This policy is based on a whole trust approach to pay issues. The Heath Family (NW) Multi Academy Trust will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in all pay decisions.
- 1.5 This policy has been agreed by The Heath Family (NW) Multi Academy Trust following consultation with staff and the recognised trade unions. Any subsequent changes will also be subject to further consultation before amendment by The Heath Family (NW) Multi Academy Trust.

2 WHO IS RESPONSIBLE FOR THE POLICY?

- 2.1 The Heath Family Multi Academy Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. The Board of Directors has delegated day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Trust Business & Finance Committee.

3 WHO IS COVERED BY THIS POLICY?

- 3.1 This policy covers any employee at any level or grade who is not employed as a member of Teaching Staff (under full STPCD terms and conditions) or as a member of Support Staff (under full NJC terms and conditions). This includes any such senior managers, employees, trainees, part-time and fixed term employees (referred to as **central staff** in this policy).
- 3.2 It does not apply to agency staff, volunteers and self-employed contractors.

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4 AIMS OF THE POLICY

- 4.1 The Heath Family (NW) aims to use this pay policy to:
- Attract and retain the very best people to lead and support the development of our Trust
 - Maintain and improve the quality of support provided across our Trust
 - Ensure that all staff are valued and appropriately rewarded for their work contribution in our Trust;
 - Ensure staff are well motivated, supported by positive recruitment and retention policies and staff development;
 - Demonstrate that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value;
 - Provide flexibility to recognise individual staff performance linked to pay decisions.
- 4.2 The Trust will also consider advice issued by the Department for Education, recognised trade unions and other national bodies as appropriate, along with relevant statutory legislation.

5 JOB ROLES AND RESPONSIBILITIES

- 5.1 All members of Central staff will be provided with a job description outlining the roles and responsibilities of the post. This will also include the pay range and/or any additional payments or allowances covered by this policy. The job description will (were appropriate) state the reason for any additional allowances or payments and whether this is a permanent or temporary payment.
- 5.2 Any significant changes to duties and responsibilities of a post will be subject to discussion with the member of central staff with a view to reaching agreement. Where there is a significant change in duties and responsibilities of a post a new job description will be issued.
- 5.3 Where the staffing structure of the Central Staff team needs to be changed, resulting in broader changes to roles and responsibilities, this will be the subject of consultation with staff and the recognised trade unions before any changes are made and with a view to seeking to agree the changes before new job descriptions are issued.

6 PAY DETERMINATION

- 6.1 In attracting and retaining the very best people to lead and support our Trust, there is also an overarching commitment to achieving this by best value for money.
- 6.2 **Chief Executive Officers Pay**
- 6.2.1 The Heath Family (NW) will not pay the Chief Executive Officer post at greater than **8 times** that of the lowest paid post from across the Trust, based on a Full Time Equivalent.
- 6.2.2 The determination of the level of pay, be it through either a spot salary, salary range including scale points or similar, will be the responsibility of the Trust Board.

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6.2.3 The Trust Board has independent advice available to it from the Local Government Association when reaching decisions on the determination of pay for the Chief Executive Officer post. Information such as benchmarking data and objective evaluation of roles and responsibilities will aid in such determinations.

6.3 Other Central Staff Pay (not including the Chief Executive Officer)

6.3.1 The Heath Family (NW) will not pay other Central Staff posts (not including the Chief Executive Officer post) at greater than **75%** of the Chief Executive Officer post.

6.3.2 The determination of the level of pay, be it through either a spot salary, salary range including scale points or similar, will be the responsibility of the Trust Board.

6.3.3 The Trust Board has independent advice available to it from the Local Government Association when reaching decisions on the determination of other Central Staff posts. Information such as benchmarking data and objective evaluation of roles and responsibilities will aid in such determinations.

6.3.4 Salary points and scales will be as per points contained within the most up to date Leadership pay range, published annually and reflecting the ranges included within the STPCD.

7 PAY PROGRESSION

7.1 Where a Central Staff post has been assigned a salary range/set of scale points through the determination process above, the progression through such a range/scale will be based on performance management, as provided for within the Trust Appraisal Policy for Central Staff.

7.2 In respect of the Chief Executive Officer post, recommendations for pay progression will be made by the Chair of the Trust Board to the full Trust Board.

7.3 In respect of other Central Staff posts, recommendations for pay progression will be made by the Chief Executive Officer to The Trust Business and Finance Committee.

8 COST OF LIVING ADJUSTMENTS

8.1 For central staff posts, an adjustment to reflect the cost of living will be awarded, in accordance with any determination on leadership pay, made following the STRB's has presented its recommendations annually, and as outlined within the most recent version of the STPCD.

8.2 Such adjustments will be made at the beginning of the academic year.

9 APPEALS

9.1 A member of staff may seek a review of any determination in relation to their pay or any decision taken by The Heath Family (NW) Multi Academy Trust (or committee or individual acting with delegated authority) that affects the pay of the member of staff.

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9.2 The Trust has agreed to consider appeals on the following grounds:

That the person or committee making the decision:-

- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased;
- otherwise unlawfully discriminated against the staff member.

9.3 The procedure for considering appeals is set out below, in appendix 1 to this policy.

APPENDIX 1 – Pay Appeals Procedure

The Trust has adopted the following procedure to consider any pay appeals:

Stage 1 - Informal

- 1.1 If, following receipt of the written confirmation of the pay determination and where appropriate the basis upon which the decision was made, the member of staff is not satisfied, he / she should seek to resolve this by discussing the matter informally with the decision maker within 10 working days of notification of the decision.
- 1.2 Where this is not possible, or where the member of staff continues to be dissatisfied with the decision, he / she may follow the formal Stage 2 formal process.

Stage 2 - Formal

- 2.1 If the matter is not resolved through discussions with the decision maker within 10 working days of the decision, the member of staff should submit a written appeal, setting out the grounds and the detail upon which the pay decision is appealed. This should be sent to the Chair of the Trust Board, within 15 working days of the notification of the decision (5 working days after the informal stage has ended).
- 2.2 The appeal will be heard by a panel of Trustees who were not involved in the original determination. A hearing will be arranged, normally within 10 working days of receipt of the written appeal, at which they will consider the appeal and give the staff member an opportunity to make representations in person and / or be accompanied by a colleague or trade union representative.
- 2.3 Following the hearing the member of staff will be informed in writing of the decision.

APPENDIX 2 – Determined Salary Ranges for Central Posts (reflecting 2020/21 salary values)

Chief Executive Officer

The Chief Executive Officer salary range has been determined by the board to be a 5-point scale. Points within this scale will be at 2% intervals, with the 1st scale point being 2% above L43 (2020/21 L43 = £117,197)

Point 1 (£119,541) - Point 5 (£129,397)

(The highest scale point of this range is **7.25** times that of the lowest annual equivalent salary of £17,842)

Director of Teaching & Learning

5 -point scale:

L28 (£81,942) – L32 (£90,379)

(The highest scale point of this range is **70%** of the equivalent CEO salary point)

Assistant Directors of Teaching & Learning

5 -point scale:

L16 (£61,166) – L20 (£67,364)

Chief Financial Officer and Chief Operating Officer

5 -point scale:

L10 (£52,723) – L14 (£58,135)