



HISP
Multi Academy
Trust

Pay Policy for Executive Staff

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Our Trust's Executive Pay Policy

From 2024 we write our policies through a particular lens: these documents are vital to the underpinning for our Trust to be one Trust. References to “you” are intended to explain the important role you, the reader, have in our Trust and references to “we” refer to the responsibilities we recognise HISP has as an employer. Together we are One Trust.

1. General Commitment

Our Trust Board will seek to ensure that its executive leadership team (“the ELT”) members 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 Multi-Academy Trust (“HISP”) 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 Board to review the performance of the ELT against planned targets and the overall performance of the Trust. The ELT lead HISP 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 Board also meets to consider and apply an appropriate remuneration framework to retain high calibre management. Its focus is on ensuring that HISP can attract, motivate and reward its ELT.

This policy operates in conjunction with prevailing Performance Management Policy and taking account, where relevant, of the pay policies for teaching and support staff across our Trust.

This pay policy will be reviewed annually by the Board.

2. Basic Principles and Governance

2.1 People, Pay and Culture committee (PPC)

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

- considering the Chief Executive Officer’s recommendations for the pay of other members of ELT;
- ensuring the Performance Management Policy has been consistently and robustly applied, normally by 31 October;
- deciding the approach towards the exercising of any pay discretions;

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- keeping this Executive Pay Policy up-to-date and under review annually;
- ensuring that pay decisions of each member of staff in the school are communicated to them in writing; and
- approving the annual teachers' pay statements.

The Chair of the Trust Board will make pay recommendations for the Chief Executive Officer to the PPC.

The full Trust Board retains overall responsibility for endorsing any proposed changes to HISP's pay policies.

2.2 Terms and Conditions

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

All pay-related decisions are made taking full account of the HISP strategic priorities and associated business and school improvement plans. ELT members, together with their union representatives, will be 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.

In arriving at a total remuneration package to offer a newly appointed executive, the skills and experience of the individual, 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 are factors that will be considered. The 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 ELT is provided with a job description/list of duties in accordance with the agreed staffing structure. Job descriptions should be reviewed periodically by the PPC, in consultation with the employee concerned in order to make any reasonable changes. This should naturally form part of the performance management discussions between the employee and their reviewer.

2.3 Pay Reviews

The PPC, ratified by the Trust Board, will review the ELT pay after 1 September and no later than 31 December every year as set out in Section 4. Within one month of the pay determination, the PPC will ensure that each ELT member receives a formal statement confirming their salary, how it has been arrived at, and showing 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.

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Inflationary pay awards may be applied following consideration by the PPC of those applicable for non-executive staff. Where approved, an implementation date will be confirmed by the PPC.

2.4 Complaints / Appeals

If the Chief Executive Officer is dissatisfied with a decision in relation to that individual's pay, this should be taken up informally with the Chair of the Board in the first instance. For other members of the ELT, the matter should be taken up informally with the CEO. If unresolved the complaint can be 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 this pay policy will be shared and discussed openly with the ELT. Individual pay decisions will be handled confidentially between the Chair of the PPC and the individual concerned. Anonymised pay information may be provided to carefully selected 3rd parties to enable quality assurance and benchmarking to take place.

3. Basic Salary

The ELT leadership salaries are derived from considering those set out in the prevailing School Teachers' Pay & Conditions document, the prevailing Support Staff Conditions Document (or EHC2007) and, as appropriate, external salary benchmarking, any job evaluation, and an overview of salaries, grades and the salary ranges for internal comparators.

Prior to advertising an executive role, the PPC will determine a minimum and maximum pay range taking into account the factors set out in the preceding paragraph. On appointment it will determine the actual starting salary within that range to be offered to the successful candidate depending on their knowledge, skills and experience.

4. Pay Awards

Decisions regarding any pay progression based on performance for an Executive Leadership Team member will be made with reference to the performance of the HISP as well as the performance of the ELT as a group and against planned individual objectives covering HISP's strategic pillars and the themes of school improvement, financial, people (including equality, diversity and inclusion) and

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education excellence. The arrangements for performance reviews are set out separately in the prevailing performance management policy.

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 based on performance will be only that available through the review process.

In addition, Trustees will review the prevailing payscales within School Teachers' Pay & Conditions document, the prevailing payscales within Support Staff Conditions Document (or EHC2007) and, as appropriate, external salary benchmarking, any job evaluation and an overview of salaries and salary ranges of internal comparators in order to determine whether an annual pay award is made to an ELT member and any appropriate pay ranges should be determined or adjusted.

5. Annual Leave

Annual leave entitlement for executives will be in accordance with Local Government terms and conditions (Green Book) and based on working a 52-week year, with the leave year being 1 April to 31 March. Annual leave for the CEO must be taken with the agreement of the Chair of the Board. Annual leave for all other members of the ELT must be taken by agreement with the CEO or their delegated representative. All annual leave is subject to the operational needs of the Trust being paramount.

Executives starting or leaving employment during the year are entitled to leave proportionate to the number of completed days' service during the year. Further details are set out in the contract of employment.

6. Sick Pay, Pay for Unplanned and Planned Purposes

An executive's entitlement to pay during any period of sickness or injury and any other unplanned purposes will be as set out in the Local Government terms and Conditions of Service. In the event of absence for any reason, an executive must follow the reporting procedures specified in the relevant Trust's absence management policy. Failure to follow the necessary reporting procedures could result in action being taken under the Trust's Disciplinary Procedure and / or loss of pay.

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7. Monitoring the Impact of the Policy

The 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 HISP's continued compliance with equalities legislation.

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
- Race
- Disability
- Age
- Pregnancy and maternity
- Sexual orientation
- Marriage and civil partnership
- Religion or belief
- Gender reassignment

The Trust Board will also take steps to ensure that the pay policy does not discriminate on grounds of trade union membership.

Should there be any apparent pay anomalies these will be resolved through individual consultation.

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Appendix 1

Appeals Arrangements

The arrangements for considering appeals are as follows:

1. An employee 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 Policy;
 - e. took account of irrelevant or inaccurate evidence;
 - f. was biased; or
 - g. otherwise unlawfully discriminated against the employee.

An issue raised as a pay appeal cannot then be raised again as a grievance.

3. If an employee 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 employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
 - b. If the employee is dissatisfied with the pay decision, they should seek to resolve this by discussing the matter informally with the CEO; if the employee is the CEO then with the Chair of the Trustees.
 - c. Where this is not possible, or where the employee continues to be dissatisfied, they may follow a formal appeal process.

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- d. The employee must 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 Governance Lead to the Trust Board, within 10 working days of either the notification of the original decision, or of the outcome of the informal discussion noted in (b) above.
 - e. Any appeal should be heard by a panel of three members of the Board 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 Trust’s formal Grievance Procedure.

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 are any witnesses from either side will be called during the meeting. The note-taker will be a PA. The relevant HR contact may be called to give advice to the panel.

The Chair will then outline the purpose and the etiquette of the meeting and remind all present the reason for the meeting and the roles of those attending. The Chair controls the meeting and:

- Explains and explores the issues.
- Will ask each side to state their case employee first
- All remarks are addressed through the Chair.
- Those present do not interrupt each other.

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

The employee or their representative::

- Presents evidence that supports their case
- Calls any witnesses

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- Chair asks questions
- Chair opens the discussion to the panel (if applicable).

Step 2. Once the employee has stated their case the Chair may ask for a management representative to state the reason for the decision, call any witnesses and respond to questions from the Chair or panel members. However for a less adversarial meeting it is recommended that this evidence is presented by way of a written report made available in advance to all parties.

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 them have the panel's decision in writing within an agreed timescale.

Chair advises the employee that there is no further right of appeal. Decision-making notes main points of panel discussion and their decision. Panel obtains HR advice if required, to inform their decision-making.

Step 5. Communication of decision

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