

EXECUTIVE PAY POLICY

Date of issue: 01/09/2021

1. Purpose and aims

- 1.1 This policy sets out the pay and progression arrangements for senior leaders employed by The Two Counties Trust.
- 1.2 This policy aims to support the recruitment and retention of highly qualified and experienced senior personnel who make a significant strategic contribution to the development of the organisation within a framework of accountability and financial prudence.
- 1.3 This policy applies to the Executive Team. Currently these posts holders are the Chief Executive Officer, Corporate Services Director, Curriculum Director, Operational Resources Director and the Pastoral Director.
- 1.4 All members of the Executive are publicly accountable and are expected to model exemplary behaviours in accordance with the Nolan Principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.
- 1.5 The Trust will reflect the Nolan Principles when setting leadership pay.
- 1.6 All decisions taken on leadership pay will be appropriate, robust, equitable, transparent and represent value for money.

2. Salary on appointment

- 2.1 Members of the Executive Team will initially be appointed on a salary within a range approved by the Trust Board.
- 2.2 The Board may set independent pay ranges for senior roles which are appropriate to the responsibilities, impact, seniority and accountability of each role.
- 2.2 The pay range for the Executive Team is determined by a range of factors including:
 - Scope of the post and associated responsibilities
 - Impact of the post holder's actions
 - Limits of authority and personal accountability
 - Impact on Trust wide performance and strategic development
 - Level of challenge and the scale of improvement to be driven by the post holder.
 - Degree of complexity
 - MAT growth and the associated impact on the role
 - Competencies required for the role
 - Market rate for comparable posts
 - Retention- in order to attract and retain appropriately qualified and experienced post holders.
- 2.3 Pay ranges will be reviewed by the Remuneration Committee annually.

3. Significant changes to roles

- 3.1 Where there has been a significant change in the responsibilities undertaken by a member of the Executive Team, a review of the pay range and current salary will be undertaken by the Remuneration Committee to ensure that pay remains fair and market competitive.
- 3.2 Any change to the range from that set out on appointment must be approved by the Trust Board. The Board may delegate this responsibility to The Remuneration Committee. Where this is a delegated responsibility, the decision of the Committee must be reported to the next Trust Board

4. Progression

- 4.1 Pay progression is not automatic for the Executive.
- 4.2 Pay will be reviewed annually by the Remuneration Committee and will only progress within the range subject to strong performance.



- 4.3 Performance is measured by the achievement of appraisal targets which in turn are aligned to the Trusts' strategic priorities. Appraisal targets will be set, reviewed and measured by the Remuneration Committee.
- 4.4 All decisions taken by the Remuneration Committee will be reported to the Board.
- 4.5 Individual performance will be reviewed by the end of December each year and any pay decisions taken will normally be applied from the 1st September.
- 4.6 Members of the Executive Team who wish to appeal against the decision of the Remuneration Committee should initially speak to the Chair of the Committee. Where this does not resolve the issue, they have a right of recourse to the Grievance Procedure.

5. Cost of living awards

- 5.1 Cost of living awards which are approved by the Trust Board will be applicable to members of the Executive Team.

6. Additional payments

- 6.1 Whilst honoraria or bonus payments are permissible, these will only be used in exceptional circumstances. Additional payments will not be made for achievements that have, or should have, been recognised within normal pay and reward arrangements.
- 6.2 Recruitment and retention payments are not generally made for Executive roles as the salary reflects market rate.

7. General Data Protection Regulation

- 7.1 All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

