Executive Appointment and Pay Policy

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Together, pursuing life in all its fullness

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Scope

This Policy applies to the Chief Executive and Trust Leadership Team (TLT) only and should be read in conjunction with the Support Staff Capability Policy and Procedure.

1. The Diocese of Coventry Multi Academy Trust (Trust) Objective and Vision

1.1 To advance for the public benefit education in the United Kingdom.

1.2 Together, pursuing life in all its fullness. Building a better future for all within our academies, who in turn will positively impact their communities.

1.3 To deliver this vision, The Trust aims to attract, retain, develop, and reward outstanding leaders, teachers and support staff to its academies and central staff.

1.4 Of particular importance to the success of any organisation is the quality of its most senior executive leaders. The Trust sets out to attract to its TLT excellent leaders who are fully aligned to its ethos and mission and to retain these individuals to provide consistent leadership. We recognise that appropriate levels of pay, and reward play a part in achieving this.

1.5 In considering executive pay, The Trust seeks to balance a number of important competing objectives. In order to attract excellent people to these key roles, we need to compete with other organisations in the education sector and elsewhere who may wish to attract these individuals, match market expectations for roles of a similar size and nature and reward staff appropriately for success. In doing so however we will always need to consider affordability carefully; and we wish to be consistent in our approach to determining pay at different levels of the organisation.

1.6 The Diocese of Coventry Multi Academy Trust will seek to reward its Chief Executive and TLT:

a) In a fair way based on transparent policies;

b) At competitive market rates to recruit and retain outstanding leaders;

c) At levels which are affordable within the funding available to The Trust;

d) In a way which inspires the raising of professional standards;

e) By an assessment of individual performance and contribution to the wider trust objectives.

f) Taking into consideration the 7 principles of public life

g) Taking into consideration the Department for Education and Academy Trust Handbook guidance for setting executive pay;

h) Taking into consideration external benchmarking for example, Local Government Association (LGA) and Confederation of School Trusts (CST) and the wider local market.

2. Roles and Responsibilities

2.1 The People & Pay Committee will recommend the appropriate pay for the CEO for approval by the Trust Board.

2.2 The CEO will make recommendations on the setting of the pay of individuals of the TLT to the People & Pay Committee. The People & Pay Committee will consider the evidence and data provided before these recommendations are put to the Trust Board for independent scrutiny.

2.3 The Chair of the Board and Chair of the Business & Finance Committee are members of the People & Pay Committee for the purpose of Executive pay decisions.

3. Trust Leadership Team Pay ranges

3.1 The current pay ranges for the TLT are attached in appendix 1.

3.2 The Trust aims to reward individuals at the median level within each pay range when that individual is deemed to be performing at a consistently high level and contributing widely to the strategic aims of the trust. As a general guide therefore, depending on their level of experience and relevant track record, individuals would start at the lower end of the pay range on appointment. At the upper level of the range, individuals will have significant experience either in the Trust or from outside (normally within the sector) and will have demonstrated exceptional performance in role year on year.

3.3 In very exceptional cases, the CEO (for TLT) posts and the People and Pay Committee (for CEO role) have the option to put forward a case to the Trust Board for approval to apply discretion to pay outside of the upper pay range.

3.4 It is not expected that all individuals will be operating at the higher end of the pay range, or indeed at the median level. This will require a high level of year-on-year performance, usually gained through a number of years' experience in role.

4. Recruitment and Salary on Appointment

4.1 Recruitment of the CEO and TLT and the determination of their starting salary will follow the same principles as with other members of the staff. Recruitment of these roles will be recruited via an open advert in relevant media outlets.

4.2 The starting salary and total reward of the CEO will be determined by recommendations made by the People & Pay Committee to the Trust Board. In the case of other members of TLT, starting salary and total reward will be proposed by the CEO to the People & Pay Committee). The PPC will recommend approval to the Trust Board to include consideration of :

a) the nature and breadth of the role within the Diocese of Coventry Multi Academy Trust;

b) the individual's prior experience;

c) undertaking a market assessment to determine external pay relativities as appropriate. This could include both national and local level pay benchmarking information;

d) internal pay relativities with other members of the Executive Team; *and*

e) decisions which are affordable.

f) In the case of the Chief Executive the Academy Trust Handbook suggests that boards should approach their local Regional Director in advance to discuss their structure, including plans for recruitment.

4.3 The benefits package applicable to the Chief Executive and Trust Leadership Team will be managed on a case-by- case basis with pay and pensions considered together as part of the total reward package and in line with the requirements in force for setting of executive pay.

4.4 Individuals will typically be entitled to 29 days annual leave (pro rata for part time), in addition to public holidays and 3 closure days between Christmas and New Year. As with other roles in the organisation, requests for flexibility in working arrangements will be considered positively, consistent with business need and in compliance with the Trust's Policy and government legislation on Flexible Working.

5. Pensions

5.1 The management of pensions for members of the Executive Team will be considered on a case-by -case basis and within the total reward package for the role.

Options include:

a) Membership of the Local Government Pension Scheme with employer contributions being set by Warwickshire Pension fund following triennial reviews.

b) Where a role is actively engaged in the academic side of academies and is responsible for educational leadership, the assessment and reporting of the development and progress of pupils, that role may be eligible for enrolment in the Teachers' Pension Scheme (TPS). The Teachers' Pensions Regulation 2010 and the Teachers' Pension Scheme Regulations 2014 mean academy trusts must put anybody who meets the criteria for the Teachers' Pension Scheme (TPS) into the scheme following the guidance that explains the eligibility of senior leaders. Eligibility of leaders is for the trust to decide. Both the employee and employer contribution rates are paid in accordance with TPS published rates. Legal advice may be sought where there is a lack of a clarity on whether membership to the TPS is appropriate.

6. General Pay Award (cost of living)

6.1 A general review of pay for all The Diocese of Coventry Multi Academy Trust staff is undertaken on an annual basis to apply from the 1st of September. A member of the Executive Team will be entitled to a general pay award (cost of living) on the same principles as other members of Central Team staff.

7. Individual Pay Reviews

7.1 As with all other members of staff, The Diocese of Coventry Multi Academy Trust will review the pay of the Chief Executive and Trust Leadership Team in the Autumn term each year. Any individual pay awards will be backdated to 1st September.

7.2 Decisions on individual pay awards will be robustly evidence based and must represent a reasonable and defensible reflection of the individual's role and responsibilities.

7.3 Executive pay decisions will be based on a basic presumption that executive pay and benefits should not increase at a faster rate than that of teachers, in individual years and over the longer term

7.4 Pay increases beyond the pay award (cost of living) will typically only apply to individuals in post for at least six months and those who have successfully completed probation at the review date of 1st September.

8. Pay decisions

8.1 CEO pay decisions are recommended by the People and Pay Committee and approved by the Board. The Chair of the Board and Chair of the Business & Finance Committee will attend a remuneration meeting of People & Pay Committee for this purpose.

8.2 Trust Leadership Team pay decisions are recommended by the CEO to People & Pay Committee. TLT pay decisions are approved by the Board. The Chair of the Board and Chair of the Business & Finance Committee will attend a remuneration meeting of People & Pay Committee for this purpose.

8.3 All Executives are required to participate in the annual performance review process set out in the Performance Development Policy. The Chief Executive undertakes an annual review of the Trust Leadership members' performance, and the People & Pay Committee is briefed on the outcomes. In light of this review, the Chief Executive makes recommendations to the People & Pay Committee as to whether an individual pay award should be made and if so at what level. In respect of the Chief Executive, the Chair of the Board conducts the Review (attended by the Chair of the People and Pay Committee). Any final decisions regarding the CEO pay are made by the Trust Board with recommendations from the People and Pay Committee

8.4 The recommendations and decisions as to whether to make an individual pay award and the size of any award will consider:

a) Contribution to the organisation, including particularly performance against agreed Performance and Development Review objectives; *and*
b) Affordability.

8.5 An award can be consolidated or non-consolidated or a combination of the two.

8.6 Additionally, substantial changes to job role and responsibility may give rise to individual pay changes outside the normal pay review cycle. Recommendations and decisions about such changes are to be made by the People and Pay Committee in the same way as individual performance-related awards within the general pay review cycle. Decisions about pay changes to reflect changes in role should be made where possible ahead of the change in role taking effect or backdated to the point at which the change took effect if not. In considering appropriate pay to reflect a change in role, the same set of factors should be considered as for starting salary in a new role (paragraph 4).

8.7 Members of the TLT who are dissatisfied with any pay decisions will have recourse through the Grievance Procedure. This will be carried out by individuals not previously involved in the decision making on pay.

9. Monitor and Review

9.1 The Diocese of Coventry Multi Academy Trust Board will monitor and review the outcomes and impact of this policy on an annual basis to assess its effectiveness and continued compliance with equalities legislation.

9.2 This policy will be reviewed annually by the People and Pay Committee.

9.3 The Trust will review the application of this policy to ensure proper procedures have been followed and to identify any points that can be learned from those cases and implement any necessary changes. The procedure will be monitored to ensure consistency of application and adherence to equalities legislation, to ensure that the policy operates in accordance with the duties to promote equality, to eliminate discrimination and to promote good relations between staff with protected characteristics as required under the Equality Act 2010. Records will be treated as confidential. When carrying out any reviews or monitoring, the organisation will ensure that individuals' personal data is handled in accordance with GDPR. This policy will be reviewed annually taking into account any national and local guidance in consultation with recognised Trade Unions.

Appendix 1 – Trust Leadership Pay Ranges (effective 1/9/26, full time rates)

CEO	Senior Director level:	Director Level:
£127,841 - £155,765p.a.	Chief Finance Officer Chief Education Improvement Officer £87,999 - £107,068p.a.	Head of People Head of Operations and Compliance £78,888 to £95,945 p.a.

Appendix 2 – Terms of reference for CEO Appraisal and Pay Review Process

These terms of reference provide further detail and clarity of the process to be followed and are drawn up in line with the Executive Appointment and Pay Policy.

The Chair of the Board conducts the CEO performance appraisal process and the Chair of PPC is also in attendance at this appraisal meeting. This will take place in the Autumn term. At least one week in advance of the appraisal meeting, the CEO will submit a written report to the Chair of the Board and the Chair of PPC setting out their achievements against the objectives set. The CEO will expand on this verbally at the review meeting. Relevant organisational KPIs and other quantitative and qualitative metrics will be provided by the CEO to inform this meeting.

The appraisal will be undertaken with a positive approach which gives an opportunity to recognise achievements, discuss challenges and offer reflection. The appraisal will be carried out in a way which creates an open, trusting and honest dialogue. Where board members identify a gap in their knowledge or experience in providing sufficient challenge and stretch to the post holder in the identified areas of development, they may call upon suitably qualified external advisor(s) to join the appraisal review for this purpose.

The outcome of the appraisal review will be documented and agreed between the Chair of the Board and the CEO. Should there be disagreement around the outcome of the appraisal process, the Vice-Chair of the Board will carry out an independent review and identify whether a fair consideration has been made, considering all of the information available to the reviewers at the time. The Chair will report the outcome of performance appraisal to the Board.

A mid-year review will take place to check that initial objectives remain appropriate and relevant. This is in addition to ongoing dialogue throughout the year between the CEO and Chair of the Board, in which any challenges or opportunities will be discussed as they arise. In the event of a significant organisational change, a review may take place at other times of the year.

Following conclusion of the review of the previous year, the CEO will submit to the Chair of the Board and Chair of PPC, proposed objectives for the new appraisal year. These objectives will include organisational objectives, behavioural objectives and personal/developmental objectives. The Chair may seek input from others, such as external stakeholders and/or 360 degree feedback in agreeing these objectives. The objectives will ensure sufficient stretch, challenge and professional development. Identified coaching,

mentoring or other developmental support will be discussed and agreed as relevant to the organisation and the individual's needs.

Pay review

The Chair of the Board, Chair of PPC and Chair of BFC will hold a meeting at which a decision on the appropriate level of pay will be considered. This review must take place after completion of the post holder's appraisal. In line with the policy, market pay data for comparable roles will be provided to the group reviewing CEO remuneration by the Head of People. Additional external advice may be sought where the pay review group considers this is needed. The review of pay level will have regard to affordability, the EFSA/DfE guidance on setting executive pay and the performance of the post holder. The Chair of PPC will recommend the level of pay to the pay review group. The Board will determine the pay level and communicate this to the Head of People for implementation, generally to be backdated to take effect 1st September.