



Bishop Bewick Catholic Education Trust

EXECUTIVE PAY POLICY 2023-26

This document has been approved for operation within:	Bishop Bewick Catholic Education Trust
Date effective from	September 2023
Date of next review	September 2026
Review period	3 Years
Version	1.1



Objectives

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 senior executive staff.

The Board of Directors acknowledges that all school leaders are public servants in how they serve their students and surrounding communities. They are not only expected to lead schools but also to model best behaviours, including adhering to the Nolan Principles:

1. **Selflessness**
2. **Integrity**
3. **Objectivity**
4. **Accountability**
5. **Openness**
6. **Honesty**
7. **Leadership**

As such, appropriate expenditure of public money and transparent reporting and accounting procedures, including around the setting of Chief Executive pay, are essential elements in maintaining public trust and confidence.

The Trust recognises the competitive nature of the labour market within the sector when considering executive pay, and as such, this will have an impact on the reward package made available. In recognising this and having the ability to attract the right candidates, this document sets out arrangements that are designed to:

- recruit, retain and motivate high calibre individuals
- provide a framework that allows flexibility but that is fair and equitable
- works within the parameters of the Academies Financial Handbook

It is essential that we have the best people to lead our schools, but at the same time, it is important that salaries:

- can be justified
- reflect the individual's responsibilities
- demonstrate value for money



Scope

This policy specifically relates to the Chief Executive Officer (CEO). The salary range for the CEO will be determined by the Remuneration Committee, taking into account the considerations as set out in this policy.

Legislation and Guidance

As a Multi Academy Trust, we are free to determine our own approach in deciding executive pay, however the Board of Directors must operate within the provisions set out in the Academies Financial Handbook when setting or agreeing increases to executive pay as follows:

- A robust evidence-based process is followed and is reflective of the individual's role and responsibilities
- The CEO will not be involved in deciding their own remuneration
- The procedure for determining CEO pay is agreed by the board in advance and documented
- Any decision about CEO pay is independent and objectively scrutinised by the Trust Board and any conflicts of interests are avoided
- Factors in determining pay are clear, including whether performance considerations and the degree of challenge in the role, have been taken into account
- The pay level agreed is proportionate and defensible relative to the public sector market
- The rationale behind the decision-making process is well documented and retained, including whether the level of pay reflects value for money
- A basic presumption that non-teaching pay should not increase at a faster rate than that of teachers, in individual years and over the longer term
- An understanding that inappropriate pay can be challenged by the ESFA, particularly in any instance of poor financial management of the Trust

The Trust is also legally required under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 to publish information on its website about the gender pay gap within the organisation



Roles and responsibilities

The Trust Board has delegated its power to the Remuneration Committee to determine the pay level, pay progression and terms and conditions for the CEO.

The Remuneration Committee have therefore adopted the policy set out in this document to provide a clear framework for the management of pay progression.

The terms of reference for the Remuneration Committee have delegated responsibility from the Board of Directors to monitor and evaluate the performance of the CEO if appropriate. It is therefore the Remuneration Committee's responsibility to ensure the performance review takes place to fulfil the Board's responsibility for the strategy and performance of the Trust.

Performance Evaluation

Performance evaluation should be built around a number of leading practice principles:

- Align their performance with the strategic aims of the Trust
- Be based on clear expectations developed and agreed in advance with both the CEO
- Have a clear, transparent and agreed link between performance outcomes and remuneration
- The CEO to set developmental plans and provide specific direction as necessary from the outcomes of the evaluation process
- Be conducted in a manner conducive to ongoing good governance
- Be tailored to the specific needs of the Trust (for example, including the role the CEO holds as an Executive Trustee) and
- Comply with relevant standards for accountability and communication of the results for the Trust

The review period will run in line with the academic year. The CEO's evaluation will include ongoing discussions with the Chair of the Board of Directors about performance with regular feedback presented to the Board of Directors.



Performance and Pay Review - CEO

The annual performance review process will be undertaken by a sub-committee of the Remuneration Committee, known as the Performance Management Group (PMG). This Group which will include the Chair and at least one other Trustee.

The following process will be followed:

- CEO submits performance report to PMG by December
- PMG meets with the CEO to review the report and whether the objectives have been fully met, partially met or remain outstanding and the reasons for that. Objectives will also be discussed and set for the year ahead.
- PMG meets with full Remuneration Committee to present and discuss a summary performance report, highlighting the contribution and achievement(s) of the CEO overall along with proposal for any relevant pay progression if appropriate.
- Remuneration Committee determines assessment of CEO salary based on budgetary constraints and presents to the Board of Directors for ratification.

The Remuneration Committee will have the responsibility to report to the Board of Directors on the outcomes of the performance review process, for the Committee to make any pay award decision.

Any remuneration award should consider:

- Current and past performance of the individual
- Academic performance across the Trust including Ofsted judgements
- Financial performance of the Trust
- Levels of pay for comparable roles within other Trusts and across government organisations
- Impact on the general levels of pay within the Trust
- Levels of pay increases for teachers and other staff in the Trust
- Size and complexity of the Trust
- Gender pay
- Educational and organisational challenges
- Experience and previous pay of the individual
- Cost of the total remuneration package
- Location of the Trust
- Retention and succession planning
- Public Scrutiny
- Affordability



Any decision taken by the Remuneration Committee, must be agreed and ratified by the Board of Directors.

Pay Award

The Board of Directors will review this policy on a tri-annual cycle but reserve the right to review sooner if needed. Annual uplifts are not automatically applied to the CEO salary scale. Any increases to be applied to the salary range (e.g. for inflation) must be agreed by the Board of Directors.

There is no recognised national agreement or arrangement to direct an annual pay award for the specified CEO range.

Appeal

If the CEO is unhappy with the outcome of their performance review, they should confirm this in writing to the Chair of the Board within 5 working days of receiving the outcome letter/notification. The appeal will be heard by the Chair of the Board along with two other Board of Directors members who have not previously been involved with the matter.

The outcome of the appeal will be confirmed in writing within 10 working days, stating if it has been upheld or not upheld. There will be no further right of appeal.



Group sizes and unit scores

Total Unit Score	Group
Up to 1,000	Group 1
1,001 to 2,200	Group 2
2,001 to 3,500	Group 3
3,501 to 5,000	Group 4
5,001 to 7,500	Group 5
7,501 to 11,000	Group 6
11,001 to 17,000	Group 7
17,001 to 23,000	Group 8
23,000 to 29,000	Group 9
29,001 to 35,000	Group 10
35,001 to 41,000	Group 11
41,001 to 47,000	Group 12
47,001 to 53,000	Group 13
53,000 to 59,000	Group 14
59,001 to 65,000	Group 15
65,001 to 71,000	Group 16
71,001 to 77,000	Group 17
77,001 to 83,000	Group 18
83,001 to 89,000	Group 19
89,001 to 95,000	Group 20
95,000 to 101,000	Group 21