



Confederation of School Trusts

Pay policy

Introduction

This is policy of the Confederation of School Trusts (hereafter, CST) on pay. We aim to be an employer of choice, operating within the highest standards of employment practice.

The principles underlying this policy are:

1. *Transparency:* We will be open about how pay is set.
2. *Proportionality, equity and fairness:* We will be fair and consistent.
3. *Performance:* We will ensure that the salaries we pay work for the organisation and the members we serve.
4. *Recruitment and retention:* We aim to keep valued staff within the organisation
5. *Process:* We will ensure that the principles of pay awards are supported by appropriate procedures and policies.

Who has responsibility for setting pay?

The ultimate responsibility for setting the pay framework sits with the Board of Trustees. The Chief Executive Officer will make recommendations for pay awards for staff (excluding the CEO) to the Remuneration Committee.

How pay levels will be determined for new employees

Pay will be linked to skills, experience and competencies that the organisation needs from individual staff and the scope of their roles.

Pay will be set by benchmarking against other similar roles within the organisation and more widely in the charity and public sector, and in line with the organisation's published pay ranges.

We intend to move from spot salaries to 7-point pay ranges. Progress up the scale is dependent on performance. Contracts of employment will determine the bottom and top points within the individual employee's pay range, which will not normally be less than 5 points within the range.

As an employer, we are committed to the Living Wage. Our pay scale starts at £18,065 which equates to £9.26 an hour. The living wage is set at £7.85 an hour.

Pay increases

The Remuneration Committee will determine whether cost of living awards are given each year. Because we are a school membership organisation, the Remuneration Committee will benchmark its decisions against public sector pay awards.

We will operate performance-related pay. Progression up the scale will be dependent on satisfactory performance through the appraisal process but employees will not be able to progress beyond the top of their contractual range.



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If cost of living awards are made, these will be effective from the April of each year (new financial year)

If performance-related pay awards are agreed by the Remuneration Committee, these will be effective from the September of each year.

CEO pay

The annual appraisal of the Chief Executive will be undertaken on behalf of the Board by the Remuneration Committee. Any recommendations in relation to pay will be discussed and agreed by the Trust Board.

Pension

Employees between the ages of 16 and 75 are entitled to join the pension arrangements. Employees are entitled to join an alternative scheme of their choosing to which the organisation will contribute an amount commensurate with our own scheme.

Authorised signatory

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