



Executive and Central Pay Policy December 2023

Approved by the Trust Board on: 18th December 2023

1 **About this Policy**

- 1.1 Derby Diocesan Academy Trust ("the Trust", "DDAT") is committed to ensuring a fair and transparent policy applies to determining the pay and grading for all central staff.
- 1.2 The Trust is committed to providing remuneration that will attract and retain key employees and reflect their experience and responsibilities in the Trust. All employees will be paid appropriately and fairly.
- 1.3 The Trust will ensure that its central and executive pay structure is underpinned by the 7 principles of public life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership).
- 1.4 The Trust will comply with its obligations in the Academies Financial Handbook with regards to executive pay. In particular, the Board will discharge its responsibilities effectively, ensuring its approach to pay and benefits is transparent, proportionate and justifiable, including:
 - 1.4.1 process – that the procedure for determining executive pay and benefits, and keeping them proportionate, is agreed by the Board in advance and documented;
 - 1.4.2 independence – decisions about executive pay and benefits reflect independent and objective scrutiny by the Board and that conflicts of interest are avoided;
 - 1.4.3 robust decision-making – factors in determining pay and benefits are clear, including whether educational and financial performance considerations, and the degree of challenge in the role, have been taken into account;
 - 1.4.4 proportionality – pay and benefits represent good value for money and are defensible relative to the public sector market;
 - 1.4.5 commercial interests – ensuring the Board is sighted on broader business interests held by senior executives, and is satisfied that any payments made by the Trust to executives in relation to such interests do not undermine the transparency requirements for disclosing pay in accordance with the Academies Accounts Direction;
 - 1.4.6 documentation – the rationale behind the decision-making process, including whether the level of pay and benefits reflects value for money, is recorded and retained; and
 - 1.4.7 understanding that inappropriate pay and benefits can be challenged by ESFA, particularly in instances of poor financial management of the trust.

- 1.5 This policy covers all employees working in DDAT's central and/or executive team.
- 1.6 This policy does not form part of any employee's contract of employment and DDAT may amend it at any time.

2 Salary Bands

- 2.1 Each employee, depending on their job role and seniority, will be placed into a salary band.
- 2.2 Salary bands will reflect the relevant roles, responsibilities and accountabilities and will be agreed by the Board.
- 2.3 Salary bands will be communicated to staff in advance of the salary review process.
- 2.4 The Trust will ensure that salary bands are reviewed and updated sufficiently regularly to reflect market conditions, the growth of the Trust and to ensure the Trust's remuneration remains fair and competitive.
- 2.5 The Trust will aim to use external benchmarking to ensure that it is in line with other MATs. If results show that DDAT is at the high end of the benchmarking scale, the Trust must ensure it shows a clear rationale as to why this is the case.

3. Cost of Living Increases

- 3.1 The salary scales will be increased each April in accordance with the NJC cost of living increase and Chief Officers Pay increases.

4. Pay Determinations on Appointment

- 4.1 Where a position becomes vacant, the Trust will review the existing job description and arrange for a job evaluation of the post (if applicable) prior to the recruitment to establish whether the grade is appropriate for the post in question.
- 4.2 The Trust will normally appoint to the minimum of the grade unless the person appointed was previously paid under the same conditions of service at a higher salary, in which case the salary offered on appointment may be equivalent to the previous salary, but not exceeding the maximum of the grade/range.
- 4.3 Exceptionally, The Trust may also consider appointing above the minimum of the grade where market conditions, previous experience and/or qualifications or previous salary justify so doing, within the overall grade/range of the post.

5. Regrades

- 5.1 Where job descriptions have evolved over time and are significantly different to the original job description evaluated, it may be necessary to re-assess the grade. If this is the case, a job evaluation will be carried out by the Trust's HR Department. This may or may not result in a change to staff pay and will be dependent on the outcome of the job evaluation and benchmarking exercise.

6. Part Time Employees

- 6.1 Where an employee works part time for the Trust, their salary will be a proportion of the FTE Salary listed in the table below.

7. Additional Remuneration

- 7.1 Any hours worked over and above your contracted hours will not be paid as additional hours. Please see the DDAT Central Leave Policy for further information.

8. Publication of Executive Pay

- 8.1 The Trust will ensure that it publishes on its website, in a separate readily accessible form the number of employees whose benefits exceeded £100k, in £10k bandings, as an extract from the disclosure in the Trust's financial statements for the previous year ended 31 August.

Appendix 1 - DDAT Salary Scales

Grade	Pay Point	FTE Salary	Job role within range
Grade 1	2	£22,366.00	
Grade 2	3	£22,737.00	
	4	£23,114.00	
Grade 3	5	£23,500.00	
	6	£23,893.00	
Grade 4	7	£24,294.00	
	8	£24,702.00	
	9	£25,119.00	
Grade 5	10	£25,545.00	
	11	£25,979.00	
	12	£26,421.00	
Grade 6	13	£26,873.00	
	14	£27,334.00	
	15	£27,803.00	
Grade 7	16	£28,282.00	HR Assistant & Central Business Assistant – Grade 7
	17	£28,770.00	
	18	£29,269.00	
Grade 8	19	£29,777.00	
	20	£30,296.00	
	21	£30,825.00	
	22	£31,364.00	
Grade 9	23	£32,076.00	HR Officer – Grade 9
	24	£33,024.00	
	25	£33,945.00	
	26	£34,834.00	
Grade 10	27	£35,745.00	Finance Officer – Grade 10
	28	£36,648.00	
	29	£37,336.00	
	30	£38,223.00	
Grade 11	31	£39,186.00	Senior Finance Officer & Senior Operations Officer – Grade 11
	32	£40,221.00	
	33	£41,418.00	
	34	£42,403.00	
	35	£43,421.00	
Grade 12	36	£44,428.00	
	37	£45,441.00	
	38	£46,464.00	
	39	£47,420.00	
	40	£48,474.00	
Grade 13	41	£49,498.00	Safeguarding Lead – Grade 13
	42	£50,512.00	
	43	£51,515.00	
	44	£52,572.00	

	45	£53,630.00	
Grade 14	46	£54,705.00	
	47	£55,788.00	
	48	£56,918.00	
	49	£58,072.00	
	50	£59,214.00	
Grade 15	51	£60,349.00	HR Manager & Finance Manager Grade 15
	52	£61,488.00	
	53	£62,623.00	
	54	£63,750.00	
	55	£64,884.00	
Grade 16	56	£66,035.00	SSIO's – Grade 16 – 17
	57	£67,185.00	
	58	£68,309.00	
	59	£69,454.00	
Grade 17	60	£73,198.00	
	61	£74,815.00	
	62	£76,566.00	
	63	£78,324.00	
	64	£80,079.00	

Executive Team Pay Structure April 2023

Grade	Pay Point	FTE Salary	Job role within range
CO 01-38	1	£89,846.00	Deputy CEO Range 1-5 CFO and COO Range 1 -3
CO 01-38	2	£92,774.00	
CO 01-38	3	£95,702.00	
CO 01-38	4	£98,631.00	
CO 01-38	5	£101,560.00	
CO 01-38	6	£105,074.00	
CO 01-38	7	£108,002.00	
CO 01-38	8	£110,930.00	
CO 01-38	9	£113,859.00	
CO 01-38	10	£116,788.00	
CO 01-38	11	£117,959.00	
CO 01-38	12	£118,556.00	
CO 01-38	13	£121,427.00	
CO 01-38	14	£124,298.00	CEO range 14- 32
CO 01-38	15	£127,169.00	
CO 01-38	16	£127,513.00	
CO 01-38	17	£129,677.00	
CO 01-38	18	£131,841.00	
CO 01-38	19	£134,006.00	
CO 01-38	20	£144,827.00	
CO 01-38	21	£148,397.00	
CO 01-38	22	£151,643.00	
CO 01-38	23	£153,583.00	
CO 01-38	24	£154,890.00	
CO 01-38	25	£156,454.00	
CO 01-38	26	£157,811.00	
CO 01-38	27	£158,893.00	
CO 01-38	28	£159,325.00	
CO 01-38	29	£161,598.00	
CO 01-38	30	£162,196.00	
CO 01-38	31	£164,303.00	
CO 01-38	32	£165,067.00	