

Senior Staff Pay and Reward Review Guidance

1. Introduction

Please note that in line with the [2023/24 pay and reward update](#), Merit Awards and discretionary increments will be paused for 2022/23 and 2023/2024.

A review of this pause will take place in Autumn 2024 in relation to the 2025/26 Academic year.

This guidance sets out the process for reviewing senior staff pay and reward. Senior staff are those in Professorial or equivalent roles and Grade 10 Academic-Related staff. Some of the content in this guidance is based on our standard Senior Pay review process and will remain in this document for reference.

The focus for the annual review of senior staff pay and reward is on rewarding higher performing individuals whose professional contribution to the strategic objectives of the University has been significant by virtue of sustained exceptional performance or through evidence of specific achievements. Salary progression is not automatic for staff at Professorial or equivalent and Grade 10 Academic-Related staff.

The annual review of the achievement of objectives will take into account the expectations of the role and will give consideration to the skills and experience the individual brings to that role. A Career Development and Staff Appraisal (CDSA) must be completed annually.

Other sources of evidence of positive achievements and behaviours will inform the process. Awards may not be made to any individual unless they have completed a recent CDSA (normally in the preceding 12 months); similarly Heads of Unit will not receive awards unless they have undertaken or have plans to undertake CDSAs for their staff.

2. Reward elements

Increments and discretionary points

In line with previous communications, Merit Awards and discretionary increments will be paused for the Academic years 2022/24 and 2023/24. A review will take place in Autumn 2024 in relation to the Academic year 2024/25.

Only cases based on equality will be considered. The process for this is detailed later in the document.

Merit Awards

Please note that in line with previous communication, Merit Awards have been paused for 2022/23 and 2023/24. A review will take place in Autumn 2024 with regards to the Academic year 2024/25.

Consecutive awards

There will be no rule restricting any individual from receiving pay increases in consecutive budget years, although there is no expectation that staff will receive an award or increment every year.

Consecutive one-off awards may suggest consideration should be given to an incremental award.

Consecutive incremental awards may suggest consideration should be given to whether there is a case for movement through salary bands. For a newly appointed professor, exceptional contribution may result in a faster than 'normal' progression through the band.

Office Holder Allowances

Academic staff in receipt of an Office Holder Allowance should not be rewarded solely for fulfilling the demands of the office; the requirement is for significant contribution to the University's strategic objectives.

Secondments

The substantive (shadow) salary of academic staff seconded to leadership roles should also be reviewed.

Leavers

Payments will not be made to staff that have left or are leaving the University for whatever reason, as the process is intended to help motivate staff and to contribute to future success.

New staff

Heads of Unit seeking to reward a member of staff with less than six months service should request the approval of the Vice-Chancellor (academic staff) or University Secretary (professional services staff).

Equality case process – during paused scheme period

There may be cases during the Senior Staff Pay Review pause that need to be considered under Pay Equality. These can still be submitted during the pause period for consideration. These cases are not restricted to a certain time period within the academic year but will be reviewed in accordance with the Vice-Chancellor Executive and/or Remuneration Committee availability.

There must be a form completed for each equality case, as such payments require review and approval. Equality cases will only be considered for work at the equal level and therefore equal pay. Appendix 1 details the process flowchart of the Equality case request.

The form will be provided to People Business Partners when requested, allowing Units to submit a request for an Equality case review. All cases should be sent to the Reward Team: Reward@open.ac.uk. A case, including costings, should be prepared by the Head of Unit and People Business Partner. Evidence from comparable incumbents is to be presented. People Services will provide additional input into the decision process by comment. Decisions will be made by the Vice-Chancellor Executive and/or Remuneration Committee.

Units should be sensitive to any outcomes in their Unit which may inappropriately discriminate against part-time staff or particular staff categories. Information on salary trends by gender, age, length of service etc. will be provided to the Unit.

3. Decision process

The process will be reviewed in Autumn 2024 in relation to the 2024/25 Academic year.

Professorial band moves

Decisions on progression to professorial band 2 are delegated to academic units. Decisions on progression to professorial band 3 are delegated to the Chairs' Subcommittee of the Academic Staff Promotions Committee. Please see the guidance on the Governance Intranet, available at <https://openuniv.sharepoint.com/sites/intranet-people-services/Pages/Academic-Promotions.aspx>.

4. Administrative process

People Services will produce award letters and forward to the relevant VCE member for distribution. People Services will also process payments on SuccessFactors.

VCE members and/or Heads of Unit are responsible for notifying individuals of outcomes.

5. Evaluation and monitoring

The Remuneration Committee will review the Senior Staff Pay and Reward Review Policy annually.

People Services will produce an annual statistical report by unit, staff category, salary band, age, gender, ethnicity, length of service etc., which will be sent to Heads of Unit to enable equality impacts to be taken into consideration when making decisions on awards to senior staff and to the Remuneration Committee to monitor fairness and consistency.

Evaluation of the annual senior staff pay and reward review process will be undertaken by People Services periodically.

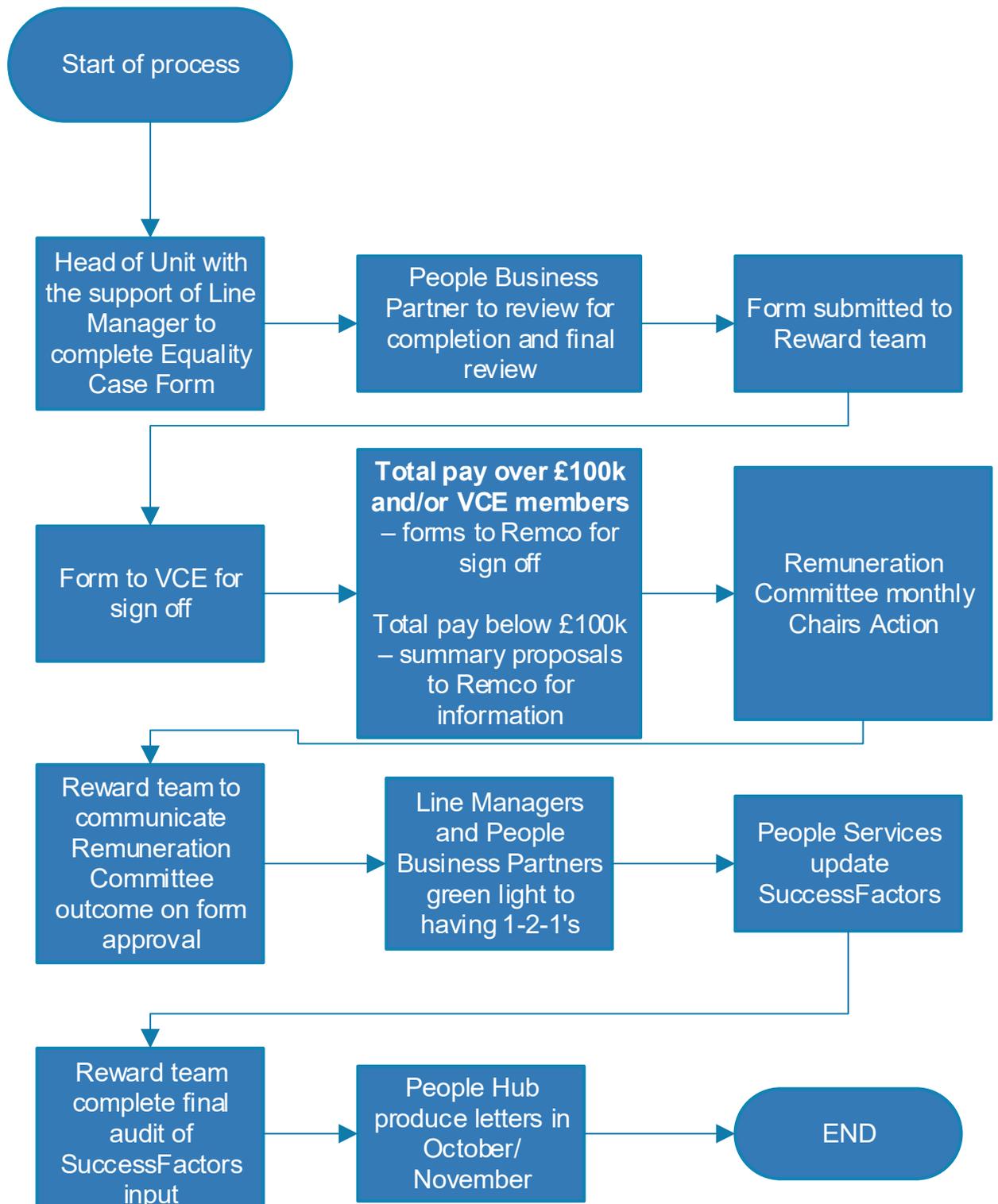
6. Contact details

Any queries about the senior staff pay and reward review process should be referred to the Reward, Insight and Engagement team:

Amandeep Mahil – Senior Reward, Benefits and Performance Adviser
(amandeep.mahil@open.ac.uk)

Jack Suttill – Senior Reward and Performance Manager (jack.suttill@open.ac.uk)

Appendix 1 – Equality case process flowchart & approval timeline



Appendix 2 – Copy of online form

The Open University

Equality Case Form – 2023 Senior Staff Pay Review

[New Form](#) [Resubmit a Form](#)

For staff who are dual post holders please attach a screen shot from SF of the employment information for the role concerned.

Equality Case Submission Form

Type in the email of the member of staff as First Name Surname@open.ac.uk e.g. Joe.Bloggs@open.ac.uk

Department:

Unit:

Department:

Time in Role (Full Years, if known):

Grade:

Spinal Point:

FTE Salary: £.00

Standard Weekly Hours:

Weeks per Year:

Actual Salary: £.00

Regular Allowances (Full year amount):

Total Remuneration: £.00

Proposed Spinal Point:

Revised FTE Salary:

Revised Actual Salary: £.00

Revised Regular Allowances (Full year amount):

Revised Total Remuneration: £.00

VCE Member (First & Last Name):

Approved by VCE Member:

Rationale for equality case:

Business Case: Please provide detail of the critical business need supporting this request.