

# Senior Staff Pay and Reward Review Policy

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## 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 2024/25 Academic year.**

The policy on the senior staff pay and reward review process is circulated annually following review by the Remuneration Committee.

This policy sets out the approach to and underlying principles for the management of senior staff pay and reward. Senior staff are those in professorial or equivalent roles and Grade 10 Academic-Related staff.

Current salary scales are available on the People Services Intranet.

The pay and reward of the Vice-Chancellor, the Vice-Chancellor's Executive (VCE), and all those earning over £100k are reviewed annually by the Remuneration Committee.

## 2. Policy statement

The pay and reward of senior staff in professorial or equivalent appointments and Grade 10 Academic-Related staff earning under £100k are considered by Heads of Unit and the VCE member, ratified by a subgroup of VCE<sup>1</sup> and reported to the Remuneration Committee.

Progression between bands 1-2 for professorial or equivalent staff is determined by the Academic Units. Progression between bands 2-3 for the same group of staff is determined by the Chairs' Subcommittee of the University's Academic Staff Promotions Committee.

Progression between bands for Grade 10 Academic-Related staff is subject to the detailed procedures and criteria of the Higher Education Role Analysis (HERA) Scheme.

## 3. Aim

The purpose of the annual review of senior staff pay and reward is to recognise and reward 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. They also need to have demonstrated that they have been exemplary with respect to the University's behavioural expectations.

<sup>1</sup> Comprising: Vice-Chancellor, Deputy Vice-Chancellor, University Secretary and Group People Director

#### **4. Pay and reward**

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.

#### **5. Discretionary points**

Please note that in line with previous communication, Merit Awards and discretionary increments will be paused for 2022/23 and 2023/2024.

As a separate consideration, equal pay cases will be considered in line with the agreed process as detailed in the procedure document.

#### **6. Special/Merit Awards**

Please note that in line with previous communication, Merit Awards and discretionary increments will be paused for 2022/23 and 2023/2024.

#### **7. Pay Equality Cases**

Cases where there is an inequality in pay will still be considered on an annual basis. A form must be 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.

A case, including costings, should be prepared by the Head of Unit. Evidence from comparable incumbents is to be presented. People Services will provide additional input into the decision process by comment. Decisions for those earning under £100k will be made by VCE and for those over £100k, the decision will be made by the Remuneration Committee. Please review the Senior Staff Pay Guidance for the process on completing a Pay Equality Case within the timeline.

#### **8. Evaluation and monitoring**

The Remuneration Committee will review this 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.

Periodically, People Services will evaluate the annual senior staff pay and reward review process.

#### **9. Equality, diversity and inclusion**

Policies are inclusive of all Open University staff, regardless of age, care experience, caring status or dependency, civil status, disability, family status, gender, gender expression, gender identity, gender reassignment, marital status, marriage and civil partnership, membership of the Traveller community, political opinion, pregnancy and maternity, race, religion or belief, sex, sexual orientation, socio-economic background or trades union membership status.

## **10. Useful references**

Academic and Research Staff Promotion  
Job Evaluation HERA  
Senior Staff Salary Review Guidance  
Pay Equality Form