



UNIVERSITY OF  
LINCOLN

# Senior Management Group Salary Review

February 2020

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## 1. Introduction

1.1. The University has established an approach to pay review which aims to support recruiting, rewarding and retaining senior staff. The process aims to ensure equal pay for work of equal value, transparency and to reward exceptional contribution or sustained excellence.

1.2. The policy relating to pay reviews of the Senior Management Group is the responsibility of the Executive Remuneration committee who have the remit of ensuring legal responsibilities are met and fair processes and policies are not only put in place but also monitored.

The review of pay of the Senior Leadership Team is carried out by the Board of Governors Remuneration Committee and is not within the scope of this policy.

1.3. Roles that fall within the Senior Management Group are evaluated in terms of their banding using the Hay role evaluation methodology. Salary ranges for each banding within the Senior Management Group are determined based upon available benchmarking data in line with the financial year.

1.4. Where roles grow in terms of their size, accountability and / or responsibility then it may be necessary to request that the evaluation is reviewed to ensure that the level is correct. This should not be confused with this salary review process which determines where the role holder is positioned within the salary range for the evaluated level for their role.

## 2. Principles

2.1 The principles underpinning the approach are:-

- to make the process as transparent as possible
- to ensure that the process reflects robust equality practice
- to ensure that acknowledgement is made within the Remuneration package for significant contribution or sustained excellence in the delivery of the role against the normal expectations of sustained high impact contribution senior employees
- to reflect service within the role

- 2.2 The current arrangements provide for basic salary movements within the pay banding up to the maximum limit determined within the range for sustained excellence and/or one-off (“lump sum”) payments in recognition of exceptional one-off achievements.
- 2.3 Examples that may be considered as exceptional one off contributions should be made where leadership has had a positive impact on the organisation. It is expected that whilst the examples given may be more relevant to some roles than others that reviewers are able to translate the level of excellence required in to their own area of responsibility.
- Exceptional response to a major business continuity threat, providing leadership and problem solving.
  - Exceptional leadership of a significant organisational change or innovation (in contrast to sustained exceptional leadership).
  - National award or election to the high committee of a body within or outside the HE sector where there is a direct or significant impact on the University’s reputation.

### **3. Process**

- 3.1 A salary recommendation may be made by a member of the Senior Management Team on the relevant form for their Senior Management Group role of; Academic Management, Professional Services or Professorial. Recommendations will be collated by the Head of Reward and received for consideration by the Executive Remuneration Committee as chaired by the Vice Chancellor.
- 3.2 It would not be expected that a salary review should take place each financial year and the timescale since the last review will be taken in to consideration in the decision making process.
- 3.3 Where it is felt that additional information is required to evidence the case then any decision will be delayed until this has been supplied.
- 3.4 The decision of the Vice Chancellor will be considered final and in the event of a recommendation not being approved sufficient feedback will be provided.

## **4. Timescales**

- 4.1 Once reviewed and where approved; increases will normally take effect, subject to affordability from the start of the subsequent financial year (1st August).

# Policy Title

Owner	Last Reviewed	Next Review
Head of Reward	February 2020	February 2021



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