

MYERSCOUGH COLLEGE

SENIOR STAFFING AND REMUNERATION POLICY

June 2024

This policy is applicable to all staff designated Senior Post Holders

The Corporation of Myerscough College aims to provide quality education in an environment which offers appropriate guidance and support to enable the best possible achievements for its students.

To this end, the Members of the Corporation attach great importance to recruiting, retaining and motivating a high calibre of senior post holders. It would wish to ensure that their services are valued and properly rewarded within available resources.

Principles

The policy shall be applied so that it is

- Strategic and flexible in promoting the overall vision, mission and values of the College and in matching and meeting identified priorities and development needs taking into account changing circumstances particularly with relation to funding and student numbers.
- Open and Transparent insofar as it has been subject to consultation with relevant staff and is as easy as possible to understand and that they be informed of vacant posts, possible enhancements or allowances.
- Developmental in that professional review and development are the entitlement of every senior post holder.
- Legal in that it observes national and agreed conditions of service such as defined in law. There are agreed Employment Procedures for Senior Post Holders covering grievance, redundancy, disciplinary and appeals, misconduct, gross misconduct, capability and ill health retirement.

Responsibilities

- The Corporation is responsible for the appointment, remuneration and appraisal of all senior post holders. It is also responsible in consultation with the Principal for determining the structure, designations, job descriptions and numbers in the senior management team of the College.
- The Corporation exercises its responsibilities for senior post holders through the Remuneration Committee acting on behalf of and making recommendations to the full Corporation.
- Other than with respect to the Principal him/herself the Remuneration Committee will consult with and work closely with the Principal in relation to all staffing and remuneration matters concerning senior post holders.

Appointments

When a vacancy or expected vacancy of a senior post occurs, the Corporation shall through the Nominations Committee:

- Carry out a critical review of the needs of the College in relation to the vacancy with respect to the institutional and administrative needs of the College, the strategic and policy context, affordability and recommendations of the Principal.
- Determine whether to employ a professional agency to manage the appointments procedure.
- With or without professional support to agree a plan setting out the details of the overall appointments procedure in terms of schedule, panels, and candidate tasks.
- Prepare the job and person specification and finalise the level of pay and remuneration for the post holder on the basis of the evaluation of the post assuming that the decision is made to fill the vacancy.
- Advertise the post nationally in an appropriate range of media
- Long-list, short-list and then interview the candidates in accordance with the appointments plan.
- The final panel of interviewers representing the Nominations Committee, where they consider it appropriate to do so will recommend to the Corporation for appointment one of the applicants interviewed by them.
- If the Nominations Committee is unable to agree on a person to recommend to the Corporation, or if the Corporation do not approve their recommendation, the Corporation may require the Committee to repeat the steps specified above with/or without first re-advertising the vacancy.
- If the Corporation approve the Nominations Committee recommendation then that person shall be appointed.

Remuneration

The Remuneration Committee is responsible for making recommendations to the full Corporation determining the levels of pay and pay scale(s) of the senior post holders. This will be determined on the basis of the following factors:

- Attracting suitable candidates to the job in the case of a new appointment
- Level of responsibility of post holder
- Affordability taking into account the overall financial circumstances of the College
- Comparability with levels of senior post holder pay in other similar institutions in terms of type, size, location.
- Rewarding senior post holders for high levels of performance and hard-work
- Supporting the professional development of senior post holders.

- It is for the Remuneration Committee to establish a salary scale for senior post holders including incremental increases over time if it chooses to do so in accordance with the principles above

Appraisal

The procedures for the professional review and appraisal of senior post holders are set by the Remuneration Committee acting on behalf of the Corporation. These procedures may vary from time to time. The aim of professional review of senior post holders is to:

- Evaluate the performance of the senior post holder.
- Appreciate achievement and accomplishments.
- Support professional development in the role.
- Provide the basis for rewarding staff through movement up the pay scale.

The current procedure for the professional review of senior post holders is as follows:

- For the Vice Principal and the Deputy Principals the annual professional review interview will be with Principal and one governor.
- For the Principal and the Clerk it will be the Chair and Vice Chair of Corporation.