



Nottingham Trent
University

Human Resources

University Executive Team Remuneration Policy

Version: 1.0

Date: 1st October 2023

Introduction

The aim of the University is to attract, develop and retain the best talent and to achieve this the University has introduced a Total Reward approach for all colleagues. For members of the University Executive Team, the total reward package is designed to be competitive and recognise their individual contribution to the University's overall success. It reflects the external challenge and critical nature of the University's Executive Team roles in leading the University within a dynamic national and international market for students and within a highly competitive research environment.

In accordance with the CUC Higher Education Senior Staff Remuneration Code ("the CUC Code") the implementation of this Policy enables the reward of the University Executive Team to be independently and transparently determined and subject to the highest levels of probity, through oversight by Remuneration Committee on behalf of the Board of Governors.

Scope

The University Executive Team Remuneration Policy will apply to all members of the University Executive Team.

Key Principles

The Remuneration Committee of the Board of Governors will be responsible for the determination, monitoring and review of the University Executive Team Remuneration Policy.

Key principles that underpin the Policy are that:

- I. University Executive Team reward and recognition is proportionate and determined with reference to appropriate benchmark data for similar roles in comparable organisations with due regard to the most appropriate combination of financial sustainability of the University and optimised investment in people costs.
- II. The performance of the University Executive Team will be reviewed and reported on an annual basis.
- III. It will provide a clear and transparent framework for the determination and annual review of executive remuneration within the overall context of Total Reward.
- IV. The Policy will be applied consistently to ensure equity of opportunity.
- V. The implementation of the Policy will be the responsibility of the Human Resources Department which will also be responsible for the monitoring of its effectiveness and making any recommendations for change to the Remuneration Committee.

- VI. The University Executive Team Remuneration Policy will be open and transparent for all colleagues.
- VII. The Remuneration Committee will review the Policy on an annual basis.

Governance

The Remuneration Committee of the Board of Governors will determine and have oversight of the application of the University Executive Team Remuneration Policy in the following way:

- I. The Pro-Chancellor and Chair of the Board of Governors will recommend the base pay, progression, bonus payments and emoluments for the Vice-Chancellor and present this for consideration and approval or otherwise by the Remuneration Committee.
- II. The Vice-Chancellor will recommend the base pay, progression and, bonus payments for their direct reports detailed below and present this for consideration and approval or otherwise by the Remuneration Committee.
 - Deputy Vice-Chancellor (Academic Development and Performance)
 - Chief Operating Officer and Registrar
 - Pro Vice-Chancellor (Knowledge Exchange and Civic Engagement)
 - Pro Vice-Chancellor (Research and Innovation)
- III. The Deputy Vice-Chancellor (Academic Development and Performance) will recommend the base pay, progression and, bonus payments for their direct reports that are members of the University Executive Team detailed below and this decision will be ratified by the Vice-Chancellor and presented for consideration and approval or otherwise by the Remuneration Committee.
 - Pro Vice-Chancellor (Education)
- IV. The Chief Operating Officer and Registrar will determine the base pay, progression, and bonus payments for their direct reports that are members of the University Executive Team detailed below and this decision will be reported for noting by the Remuneration Committee.
 - Director of Business Development and Analytics
 - Director of Finance
 - Director of HR

Policy

Base salary

All roles at the University are evaluated using the Hay Job Evaluation Methodology to determine the size of the role. This includes the Vice-Chancellor and the University Executive Team roles. In determining a base salary range for a role a combination of job evaluation and external benchmark data will be used. Benchmark data includes the Annual UCEA Higher Education Senior Remuneration Survey and Korn Ferry All Industries including Public Sector market data.

Remuneration Committee, upon the specialist advice of the HR Reward team, will determine which data sets are to be used and how they are to be used to determine the base salary range. The salary ranges are then used consistently across all University Executive Team roles to which they apply.

The base salary range will be used as a guide in recruitment of University Executive Team roles and appointment salary will be determined by a number of other factors including but not limited to experience, market conditions and internal relativities.

Opportunities for salary progression

The Remuneration Committee will review the salaries of the University Executive Team within their purview, on an annual basis. It will take into consideration a range of factors including the market, internal relativities, changes to the size or responsibilities of the role and individual performance.

Any salary progression will be based on an assessment of performance in role and will take into consideration a number of performance indicators which will vary over time and between individuals, and will be reflected by the achievement of the core objectives linked to the expectations of the job role.

A total pay approach aligned with our pay for performance culture has been developed for the University Executive Team, whereby an individual pay increase is based on the principle of accelerating salaries below the salary range midpoint quicker than those above the midpoint with higher increases for those with higher performance ratings.

In line with the CUC Code, underperformance will not be rewarded by either salary progression or the achievement of a bonus payment.

Executive Performance Bonus Scheme

As part of Total Reward, in line with the approach adopted for all colleagues at the University, members of the University Executive Team are also eligible to be considered for a performance related bonus in line with the annual discretionary bonus scheme. The aim of the scheme is to incentivise the achievement of major institutional and/or individual objectives designed to support the successful delivery of the University's Strategy. The maximum bonus potential for all participants is 10% of base salary, which is reviewed annually by Remuneration Committee. Bonus achievement is based on the appraisal performance rating. The availability of the bonus scheme is discretionary and takes into account in year affordability for the University.

Executive Performance Retention Scheme

The retention of business critical knowledge, skills and experience within the executive team are crucial to the organisation's ongoing success. The Executive Performance Retention Scheme provides an option, on an exceptional basis to ensure that the University Executive Team is able to retain key personnel when the need for stability and the retention of institutional knowledge are key to maintaining the performance of the University. The implementation of the scheme is at the discretion of Remuneration Committee and it is in the form of a Long Term Incentivisation Plan (LTIP). The duration of the LTIP is between 3 and 5 years. The individual value of the scheme is determined as a percentage of the base salary of the post holder and is set at the commencement of the plan for the whole duration of the LTIP. Payment is contingent on the ongoing strong/ exceptional performance of the post holder in each year of the plan and is only payable upon the successful completion of plan in its final year.

Additional Benefits

In addition to a range of competitive additional benefits available to all colleagues, members of the University Executive Team are also eligible for family private medical insurance cover.

Equality Diversity and Inclusion

The University Executive Team Remuneration Policy, through its application, will ensure that executive remuneration is equitable and that there are no biases relating to protected characteristics.

Determination of executive remuneration will be in accordance with section 5.1 and prior salary will not be used to determine salary for the role at NTU.

Publication of Salary Information

In line with the Office for Students' Accounts Direction, the Vice-Chancellor's total reward will be published in the annual accounts, alongside the details of the numbers of employees who total pay exceeds £100,000 p.a., excluding bonus payments but including any supplements.

It will also be published on the NTU website, alongside some explanatory text, within four weeks of the annual accounts being signed off by the Board of Governors.

Review Dates

Date	Action	By whom	Action complete
October 2023	Policy approved	Remuneration Committee	
October 2024	Policy to be reviewed	Remuneration Committee	
October 2025	Policy to be reviewed	Remuneration Committee	