



Process for Pay Review

Guidelines for supporting a pay review by HR / Senior Leadership Team (HR)

Managers Responsibilities:

- Review the individuals PD and update accordingly noting any changes and additions.
- Collate the below evidence and arrange a meeting to discuss with HR.
- Supported by documented 1:1 meeting notes.

Individuals Responsibilities: are to collate and present the following:

- Individual consistently meets their KPI and is evidenced.
- More than a year has passed since last pay review.
- Has reached the next skill level and is evidenced.
- Recommendation by the manager – justification of support.
- The individual is carrying out extra duties above their usual PD.
- The individual is living the values of the organisation evidenced in their last annual review.

The individual must prove a minimum of 5 out of the above 6 requirements listed above, some individuals do not have KPI targets. Score out the one that may not apply.

HR Responsibilities: Review and approve / reject

- Discuss the individual’s performance with wider SLT.
- 1:1 interview with the staff member to conduct the review.

Follow up action:

- Successful review
 - Email to HR Administration with supporting evidence for pay rise to occur.
 - Supporting paperwork in HR Management system.
- Unsuccessful review
 - Pass back to the manager.
 - Manager puts in place a performance action plan on areas deemed unsatisfactory.

SLT member name and signature

SLT Counter sign and name if required

Date:

Notes