



## THE MANAGEMENT AGENCY

### AMERICAN FOULBROOD NATIONAL PEST MANAGEMENT PLAN

## Policy Document

**Policy Number:** AFB/22/0/11 - 048

**Policy Title:** Staff Remuneration Policy

**Purpose:** The purpose of the proposed Management Agency remuneration policy is to ensure that we:

- Attract and retain skilled and committed employees. Skills are both technical and behavioural
- Ensure remuneration is competitive at a national level as per the relevant market
- Make remuneration decisions that are fair
- Ensures that roles are evaluated fairly
- Ensures that reviews consider both the organisation and individuals' development and performance.

### Principles

- Remuneration is market-linked
- Remuneration is linked to development and performance.

We aim to remain consistent, fair, and open with all employees in relation to pay and performance.

### Job Evaluation Process

The Management Agency undertakes job sizing of new permanent roles and whenever a position changes significantly. Job sizing will be updated as and when required.

The 'sizing' provides an overall grade of each role. This grade refers to the remuneration range for that role size.

### Annual Remuneration Reviews

The Management Agency will endeavour to provide opportunities for employees to be remunerated equitably against the public sector market, reflective of their performance and organisational affordability.

All Management Agency employees will have their remuneration reviewed annually but not necessarily adjusted. Reviews will take into consideration an employee's performance, internal relativities, the organisations ability to pay, and the Strategic Pay survey results for the current year.

Annual remuneration reviews will be conducted in July /August each year.



The process for determining each employee's salary, other than the National Compliance Manager's, is described as follows:

1. The National Compliance Manager requests the relevant public sector remuneration survey update from Strategic Pay Ltd.
2. The National Compliance Manager receives the survey update from Strategic Pay Ltd and advises the Board of:
  - a. the survey results
  - b. The impact of market salary movements as
    - i. a percentage and
    - ii. aggregate budget amount
  - c. the recommended budget to recognise employee performance in addition to market movements.
3. The Board considers the National Compliance Managers recommendations and informs the National Compliance Manager of the budget available for salary increases and any other parameters as may be appropriate.
4. The National Compliance Manager reviews each employee's performance and recommends salary increases to the Board.
5. The Board considers the National Compliance Managers recommendations and approves the salary increase for each employee.
6. The National Compliance Manager communicates the remuneration decision to each employee for their acceptance and informs Payroll of any adjustments required.

**Effective Date:** 7 April 2022

**Review Date:** 7 April 2027



Russell Marsh  
Chairman AFB PMP Management Board

Date 7 Apr2022