

GAMESLEY COMMUNITY GROUP
("GCG")

Policy Name: Remuneration Policy

Target Audience: *(Please tick as appropriate)*

- | | |
|-------------------------------------|------------|
| <input checked="" type="checkbox"/> | Staff |
| <input checked="" type="checkbox"/> | Trustees |
| <input type="checkbox"/> | Volunteers |

Date Authorised:	
Authorised By:	
Date Issued for Publication:	
Review Date:	
Expiry Date:	

1. Principles of this policy:

- a) a) At GCG, alongside our key responsibilities to our beneficiaries, funders, employees, and the public, we recognise the importance of transparency and accountability in all aspects of our work, particularly in relation to the remuneration of our employees.
- b) b) In line with the National Council for Voluntary Organisations' 2014 inquiry into executive pay, we are detailing our approach to pay in this remuneration policy.
- c) The aim of the Remuneration Policy is ultimately to aid and facilitate the success and sustainability of the Charitable Objects as set – out in GCG's constitution.
- d) GCG believes that its employees are a most valuable resource and that their work is vital in achieving the charity's purposes, values and objectives.
- e) Therefore, our remuneration policy aims to offer fair pay alongside a comprehensive wider employment package to attract and retain appropriately qualified staff to deliver the charity's objectives.

2. In setting levels of remuneration, the Board must consider several factors, including:

- a) The likely impact on, and views of, beneficiaries, employees and funders.
- b) Due to the reliance on funding for the sustainability of GCG, we must consider how our remuneration offer may impact our competitiveness and potential for funding going forward.
- c) Financial sustainability is key for GCG to continue to offer substantial high - quality services to our community, as well as employment opportunities to our staff.
- d) While we must recognise the charity sector is unable to compete with public and private sector pay levels, as a Living Wage employer we are committed to offering fair pay for the skills, experiences, and competencies that the charity requires from its employees to fulfil their roles and responsibilities.
- e) As a measure of differentiation between pay rates, GCG will also consider the pay gap between the highest and lowest pay rates and keep such under review.
- f) The absolute levels of salary will relate to GCG's ability to run a successful and sustainable charity and will ultimately be for the decision of the Board.

3. In Summary:

- a) GCG believes that offering appropriate and fair remuneration to employees is essential to the delivery and sustainability of the charity.
- b) This policy will apply to all GCG's employed staff; it does not however apply to self-employed contractors engaged on a contract of service.
- c) This policy will be reviewed every three years by the board.
- d) ***Note: this policy is non contractual and may be updated or varied by GCG.***

4. Aims of this policy:

- This policy is built around the following aims:
 - a) To offer fair pay to attract and keep appropriately qualified staff to achieve the charity's objectives.
 - b) To be fair at both higher and lower ends of the pay scale.
 - c) Pay is linked to the skills, experiences, and competencies that the charity needs from its employees to fulfil their roles and responsibilities.
 - d) GCG recognises every employee is different and aims to accommodate every individual's needs where possible through a comprehensive employment package (as outlined in GCG's various other employee friendly policies referred to in sections 7 and 8 below).

5. How Pay Is Governed at GCG:

- a) Our principles are to pay our staff a fair salary proportionate to the requirements and responsibilities of each role and relative to the funding available for each role.
- b) The Trustee Board is responsible for setting remuneration levels, policy, and strategy.
- c) The HR Committee will act as a remuneration committee and will be responsible for reviewing remuneration and for making recommendations to the Board.
- d) Salaries are benchmarked using external data available from pay surveys (for the voluntary sector) and market conditions for the specific role, as well as an internal salary scale review by GCG in comparison to similar organisation's pay scales.
- e) As a Living Wage Employer, we are committed to paying all our employees at or above the Living Wage, as determined by the Living Wage Foundation.
- f) When seeking continuation funding for pre-existing or funding for new projects, the pay levels of relevant roles will be reviewed as part of the funding application process.
- g) Pay levels are determined by the roles and responsibilities that the charity requires of its employees in relation to the available funding for each role and the long - term sustainability of each pay level.

6. Change in Remuneration Application Process

- a) To request an increase in remuneration an employee must complete and submit the Request for Salary Increase form found in Appendix 1.
- b) All such applications should be submitted to the relevant Line Manager.
- c) It is the Line Manager's responsibility to:
 - i) effectively communicate and explain the Remuneration Policy.
 - ii) manage the expectations of the employee.
 - iii) forward all applications to the Chief Officer.
 - iv) ensure effective communication throughout the application process.
- d) The Line Manager should never inform an employee they have been awarded a pay increase unless this has been confirmed in writing from the Chief Officer.
- e) It is the Chief Officer's role to consider all factors of an application in alignment with the Remuneration Policy and to provide a written report to the board.

- f) It is the board's role to decide to approve or decline an application based on the Chief Officer's report, the Remuneration Policy, and any other relevant factors.

7. Equal Treatment:

- In alignment with the Equality Act 2010, GCG is committed to ensuring that:

Individuals are not discriminated against on the grounds of gender, marital status, race, religion or belief, age, sexual orientation, disability, gender reassignment, pregnancy, and maternity, or because of part time or fixed - term working status.

8. The Wider Employment Offer

- GCG prides itself on the diversity of its staff and recognises that all employees' needs and motivations will differ.
- GCG recognises that pay is one part of the employment package and seek to encourage personal development and fulfilment through the following commitments:
 - a) Flexible working hours- GCG offer flexible working hours to accommodate those with caring responsibilities, or who need to fulfil other needs.
 - i) The approval of flexible working hours requirements will be considered in relation to, including the likely impact on and requirements of, service needs and will be at the discretion of GCG.
 - ii) GCG will always endeavour to find a fair solution in alignment with service needs.
 - iii) Please refer to the Flexible Working Policy found in Related Information, Guidance and Policies (9).
 - b) Work from home support- GCG are committed to supplying ergonomic requirements to enable its employees to work from home safely and comfortably, as well as an employee survey to enable GCG to better support its employees working from home through feedback.
 - i) The approval of working from home requirements will be considered in relation to, including the likely impact on and requirements of, service needs and will be at the discretion of GCG.
 - ii) GCG will always endeavour to find a fair solution in alignment with service needs.
 - iii) Please refer to the Working From Home Agreement found in Related Information, Guidance and Policies (9).
 - c) Mental health- GCG aims to ensure the physical and mental health of employees by promoting a healthy, safe, and friendly working environment, including when working from home. GCG is committed to upholding its own Mental Health and Stress Policy, as well as team building sessions which have, for example, included staff lunches supplied by GCG and a Virtual Office to combat loneliness and isolation when working from home.
 - d) Pension contribution- GCG operates a [%] pension contribution scheme.
 - e) Training- GCG offers training in relation to an employee's role, facilitating personal and professional development.

- f) GCG will continue to review the support it provides to its employees and update levels of support when needed, as well as bringing forward new methods of support. GCG is committed to always listen to its employees and volunteers.

9. Related Information, Guidance and Policies:

- NCVO guide on setting and communicating remuneration policies for charities:
http://www.ncvo.org.uk/images/documents/practical_support/governance/NCVO_guide_on_setting_and_communicating_remuneration_policies_for_charities.pdf
- Equality Act 2010 Government information and guidance:
<https://www.gov.uk/guidance/equality-act-2010-guidance>
- Living Wage Foundation: <https://www.livingwage.org.uk/>
- For GCG's Mental Health & Stress Policy, Flexible Working Policy and Working From Home Agreement please refer to the Staff Handbook.

Appendix 1
Request for Salary Increase.

Date of Request:

Name of employee:

Position:

Current salary:

Type of Increase requested:

-Permanent (additional duties)

-Temporary (additional duties)

Reasons submitted for consideration:

Supervisor's Signature

Considered by HR Committee on the day of 20

Request Decision: Approved/Rejected/Approved in part:

Reasons:

Signed on behalf of the HR Committee:

Date:

Appeal Details (please set out below the reasons you are appealing):

- *Appeal will be to two trustees appointed by the Chair (the Chair will not take part in any consideration at HR Committee and if in attendance will leave the relevant part of the HR Committee meeting during which consideration is given to the request).*
The appeal decision is final.

Policy approved by the Board: Date:

Policy review Date:

Policy Reviewed:

New Policy adopted: