

The Alice Cross Centre

**STAFF PAY POLICY**

Version 2

June 2021

**Policy Revisions Record**

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| Version | Date | Review due |  |  |  |
|  |  |  |  |  |  |
| 1 | 22 March 2017 | September 2019 |  |  |  |
| 2 | June 2021 | June 2023 |  |  |  |
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Staff Pay Policy

As a small employer with limited resources**,** it is very important that weeffectively use the money we have available for remuneration**.** In so doing we will ensure the greatest effectiveness in delivering our charitable objectives and meeting the needs of our beneficiaries. This policy describes the broad principles that the Alice Cross Community Centre will follow as an employer when setting and reviewing pay.

This policy applies to all staff working for us either on a casual, fixed term or permanent basis.

The charity uses the NJC pay scales as used for Local Government Service as a guide to pay and widely adopted by voluntary organisations and recommended by Northern Ireland Council for Voluntary Action (NICVA).

### Pay equality

The Organisation strives to be an equal opportunity employer. This means our intention is to treat all staff equitably with regards to the terms and conditions of employment offered, including pay. The board will review pay levels from time to time to identify and address any anomaly.

### The living wage (as set by the Living Wage Foundation)

The Organisation fully supports the living wage and will aim to pay at this level, subject to affordability. Living wage figures are usually announced annually in November and we will take the figure into account when reviewing pay.

### Pay reviews

Appraisals will be carried out for all staff by calendar year end, by relevant line manager and will include objective performance targets for the year. The Manager will be appraised by the Staffing sub-committee of the Trustees.

The General Manager provides pay review proposals for the Board of Trustees to consider, and any agreed pay changes are implemented in April payroll.

Review does not automatically mean increases and will be subject to factors such as National Minimum Wage, performance and Centre profitability.

In deciding on whether to increase pay, we will first consider whether we have the funds to do so. Some years we may not have the funds to increase pay. If we do increase pay, we will decide on the level of pay rise taking several factors into account, including the national living wage, the retail price index (RPI) and the consumer price index (CPI), and the level of other pay settlements. Any pay review will be recommended by the Chair of Trustees and will be subject to the approval of the board. The Trustees’ considerations will begin with an assumption that salaries should be adjusted to match inflation (specifically the Consumer Price Index) over the preceding 12 months. They will then determine whether this is appropriate in the context of:

1. the charity’s financial situation
2. the employee’s performance
3. cost of living adjustments made in recent years.

Cost of living adjustments will be applied equally to all staff.

**Pay Structure**

The organisation always pays at least the minimum wage and then appropriate to line management responsibilities.

All staff who are eligible will be entitled to receive a contribution towards a private pension scheme. In accordance with the Government’s salary exchange scheme, staff may elect to sacrifice some of their salary in lieu of an increased employer contribution.

### New staff

New staff will be offered a salary that takes into account the skills and experience they bring to the role, pay equality, and affordability.

A new staff member will only be eligible for a pay review after their first years’ service.

Any member of staff subject to poor performance or misconduct procedures would not be eligible for a review until the expiry of any warning.

## **Written terms and conditions**

As part of their recruitment, all staff will be given a written statement of their individual terms and conditions with regards to salary and arrangements for working hours, deductions, holiday, any overtime payable or time off in lieu. Any changes to these terms and conditions will be notified to the individual in writing.

If you have any queries on your pay level or any pay review, you are asked to raise this with your manager in the first instance.

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 1998.

**Review**

This policy will be reviewed every two years.

In case of any queries or questions in relation to this policy please contact Centre Manager or Board of Trustees

Signed on behalf of the Board of Trustees by

Name: Sue Halfyard

Date: