



Remuneration Policy

This policy has been adopted by Highfield Park Trust

Date Ratified: July 2019

Review Date: May 2020

Signed: T Abbott

Position: Chair of Trustees



Remuneration Policy

Highfield Park Trust is committed to ensuring a proper balance between

- (i) paying our staff and others who work for us fairly so that we attract and retain the best people for the job and
- (ii) careful management of our charity funds.

In so doing we will ensure the greatest effectiveness in delivering our charitable objectives and meeting the needs of our beneficiaries.

Staff Salaries

Highfield Park Trust's policy on staff salaries is:

New posts

When determining the salary for a new post, we will collect information about comparable roles in other appropriate organisations. We will use this information to benchmark our own salaries, normally aiming to set it at a level that appears to represent the market average. We will also seek advice from colleagues within other organisations when we know they employ people in similar roles.

Salary banding

Salaries will comprise a band made up of a series of evenly distributed salary points (normally 6.) The highest point in a salary band will be approximately 10% higher than the lowest point. The median of the band will be the 'market average' salary for this type of post identified through the benchmarking process above. The Trust will usually seek to appoint new staff at the lower to median end of the band, depending on their experience.

Post-holders will progress up to the next salary point within their band at the beginning of each new financial year, subject to having received a satisfactory annual appraisal.

'Cost of Living' Adjustments

In March each year, the trustees will determine whether the salary points for all staff should be adjusted for the forthcoming financial year beginning 1st April, to reflect changes in the cost of living.

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:

- (i) the charity's financial situation (can it afford the CPI linked increase?)
- (ii) the charity's overall performance (have objectives been met?)
- (iii) cost of living adjustments made in recent years (have salaries kept pace with the CPI over the longer-term?)
- (iv) pay reviews elsewhere (how might a failure to follow wider trends be perceived amongst staff, within partner organisations or amongst potential supporters?)

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

Review

Every year the trustees will consider whether an independent review of salaries is necessary.

Other Pecuniary Benefits for Staff

All new staff will be entitled to receive a contribution towards a pension scheme of their choice, equivalent to 7% of their gross salary. 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.

Payments to Trustees

Highfield Park Trust trustees are not paid for their work as a trustee.

Trustees can be reimbursed for reasonable out of pocket expenses. They may also be paid for undertaking special work for the charity, provided that this meets the criteria of the Charity Commission guidance "Payments to Charity Trustees – What the Rules Are". However, Highfield Park Trust will generally avoid engaging its trustees for such work and will only do so where there is no suitable alternative supplier of that work.

Disclosures within the Annual Report and Accounts

In accordance with the Charity Commission's Statement on Recommended Practice 2015 (SORP) and guidance contained within the National Council for Voluntary Organisations' 'Report of the Inquiry into Charity Senior Executive Pay', Highfield Park Trust will include or disclose the following in its Annual Report and Accounts:

- a statement that summarises this remuneration policy
- payments to trustees
- the number of staff receiving more than £60,000 salary, in bands of £10,000
- a summary of pensions and other benefits receivable by staff

Decision Making

Highfield Park Trust's Finance and General Purposes Committee assumes the responsibilities of a remuneration committee and comprises the Trust's Chair and Treasurer along with at least one other trustee. Formal consideration of remuneration matters takes place annually, usually at the Board's March meeting; however, they may also be considered at other meetings if ad hoc issues arise during the year. The Park Manager attends Committee meetings but leaves during the discussion regarding his/her own remuneration.

The annual, formal, considerations of the Committee are to:

- determine and keep under review the salary banding of all staff, using such market comparators as it deems suitable and taking account of the nature of the posts being considered
- determine any annual percentage 'cost of living' change in the payroll
- determine whether there should be any exceptional consolidated or non-consolidated pay awards or salary increases for any staff
- review pension arrangements
- ensure that contractual terms on termination are fair to the individual and the charity, that good performance is recognised and poor performance is not rewarded

The Committee does not have full delegated authority in these matters and any recommendations or decisions must be ratified by the board prior to implementation.