

POLICY AND PROCEDURE



SoLO
Life
Opportunities

38 Walnut Close
Chelmsley Wood
Birmingham
B37 7PU

Charity No. 1102297
England Company No.
5025939

Remuneration

Category: staff

Policy

This Remuneration Policy and Procedure applies to all salaried staff of SoLO Life Opportunities and reflects the organisation's objectives for good corporate governance as well as ensuring that its aims and objectives to provide high quality services for people with a learning disability and respite to their parents and carers are sustained.

This Remuneration Policy and Procedure does not apply to the Trustees of SoLO or other volunteers who only receive out of pocket expenses.

This policy ensures that SoLO is able to attract, develop and retain high-performing and motivated Senior Managers, Managers and Project staff within a competitive environment.

This policy links with the organisation's approach to sound and effective risk management ensuring that these are managed well, particularly in relation to any financial risk identified. It also links to the governance structure for setting objectives and communicating these to the SoLO employees, although performance is not related to any monetary benefit.

Procedures

The Board will review the salaries of all SoLO staff annually using the framework in Appendix A.

In relation to changes in remuneration outside of standard cost of living, an independent view will be sought, where possible, to inform the decision making process. The final decision for salary changes will rest with the trustee board.

No employee in the organisation receives more than £60,000 per annum. This means that SoLO does not have to legally declare the earnings of its Senior Management Team. However, in the interest of transparency and to ensure public trust with the governance of the organisation, SoLO will declare the salary ranges of its senior employees.

Policy Name: Remuneration
Organisation: SoLO Life Opportunities
Last Reviewed: March 2018
Next Review Date: March 2020

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The current levels of remuneration of the Senior Management Team are:

Job Title	Salary Range per annum
Chief Executive Officer	£40 - £50,000
Senior Managers	£30 - £40,000
Middle Managers	£27 - £30,000

The remuneration of all staff will be set proportionally in relation to the salary of the CEO.

The salary review will take place in March each year alongside setting the annual budget and any change agreed by the Board will commence with effect from 1 April (backdated to 1 April if necessary).

Pension and other benefits

All eligible post holders are enrolled onto the Auto-enrol pensions. SoLO does not offer any other form of pension or additional contributions. SoLO does not provide any other form of financial benefit to its employees.

Expenses and mileage rates

These form part of the travel and expenses procedure.

SoLO Salary Review Document

Appendix A

SoLO Financial Comparisons

The purpose of this document is to assist:-

- SoLO Trustees decide, on an annual basis, whether to award an across the board staff pay rise
- Trustees in making objective, informed, evidence based and transparent decisions on pay awards, in a manner that will allow annual review, updating and comparison.
- It is not intended to review the pay of individual employees but has regard to this where appropriate.
- It is to be used to facilitate group discussion and to enable trustees to collectively score against the stated evidence.

	Factor	Evidence	Supports salary change as shown: Increase(I) Status Quo (SQ) Decrease (D) Revision (R)	Degree of support for increase: High (H) Medium (M) Low (L)
1	Performance of organisation			
2	Organisation's financial position			
3	Budget available to spend			
4	Overall and Sector –specific economic conditions			
5	Cost of living, inflation and interest rates			
6	Market comparisons and factors relevant to role			
7	Pay decisions taken in last 5 years by trustees			
8	Increases in project costs and related charges			
9	Benefits available to staff			
10	Staff recruitment issues			
11	Staff leaving rates			
12	Performance of individual			
13	Number and %age staff on minimum wage			
14	Number and %age staff on national living wage			
15	Pay ratio			
16	Public Sector Pay awards			
17	Staff Morale			
18	Pressures			
			Totals Supporting salary change: Increase: Status Quo: Decrease: Revision :	Totals for degree of support for increase: High: Medium: Low: