

# REMUNERATION POLICY

## 1 Purpose

- 1.1 This policy provides a framework for pay and non financial reward elements for all Healthwatch Worcestershire employees.
- 1.2 This policy is not contractual and does not form part of an employee's contract of employment. Healthwatch Worcestershire reserves the right to make amendments to this policy from time to time at its sole discretion.

## 2 Principles

### 2.1 Fairness

To be effective, Healthwatch Worcestershire needs skilled and trained professionals and it will therefore aim to pay fair and competitive pay rates that attract and retain the right calibre of staff.

Healthwatch Worcestershire will ensure that any process for determining remuneration and reward is fair, objective and non-discriminatory and can be reasonably justified to staff of all levels as well as other stakeholders, including the general public.

Remuneration will be based on relevant factors such as skills, experience, performance, qualification, benchmarking, local market rates, etc.

### 2.2 Openness

The process of determining remuneration levels will be open and transparent and comparison will be made between jobs within the organisation as well as with those in other similar organisations.

## 3 Confidentiality

Pay records will be kept and maintained in accordance with the Data Protection Act 2018.

## 5. Audit and Review

- 5.1 A review of this policy will take place annually unless legal, contractual, specific business requirements, operational changes or events necessitate an earlier review.
- 5.2 This policy will be subject to Equality Impact Assessment under the Public Sector Equality Duty Act 2010.

## Remuneration Guidelines

### 1 New appointments

- 1.1 The pay rate for each job will be determined by benchmarking. A new appointee will usually be paid the first point in the salary range unless they can demonstrate skills, experience or qualifications which would enable them to perform at a higher level. In considering the individual's starting rate of pay, the Directors will take care to ensure that the new appointee does not receive a higher starting salary than current post holders with similar skills, experience and qualifications.

### 2 Annual Review

- 2.1 An across-the-board pay review will take place annually on 1 April. Any increase will be at the Director's discretion taking into account local market rates, requirements of the business and the organisation's ability to pay.

### 3 Performance-related pay

- 3.1 Additionally, at the Director's discretion, individual salaries may be reviewed following the employee's Performance Development Review (annual appraisal) in line with progress and performance against the previous year's objectives.
- 3.2 Employees may be required to obtain a specified qualification or level of professional competence before progressing to the maximum of a pay scale.

### 4 Acting/Temporary Duties

- 4.1 An employee who is required to undertake the full duties and responsibilities of a higher graded post (acting up) for a continuous period of more than 20 working days will be paid at 80% of the minimum rate for the job with retrospective effect from the first day of undertaking such duties. The higher salary will not be payable during periods of leave or sickness absence of the employee who is acting up.
- 4.2 If the Acting duties extend beyond 3 months, the employee should be temporarily promoted to the higher grade (therefore paid the rate through any leave or sickness). The terms of the temporary promotion will be set out as an amendment to the permanent contract of employment.
- 4.3 Acting or Temporary Duties will be as recommended by the Managing Director and where approved by the Directors.

### 5 Honorarium

- 5.1 An employee who is required to undertake some of the duties and responsibilities of a higher graded post for more than 5 but less than 20

working days will be considered for an honorarium, paid either as a temporary addition to salary or as a lump sum. The honorarium payment will be calculated by assessing the proportion of the duties and responsibilities of the higher graded post undertaken and the difference between the salary of the employee and the salary of the lowest pay point of the higher graded post.

- 5.2 Honorarium payments may also be considered in other circumstances to recognise factors that are not reflected in the normal pay of the employee's substantive role, eg additional and/or more challenging duties, a piece of work of an exceptional standard or a specific project which is outside the normal duties of the post.
- 5.3 Honorarium payments will be as recommended by the Chief Operating Officer and approved by the Directors.

## **6 Overtime Payments**

- 6.1 Overtime payments will not normally be made to Directors or the Managing Director.
- 6.2 For other staff, additional or overtime hours may be authorised, in advance, by the Managing Director where there is a specific business need. It will be at the discretion of the Managing Director whether additional hours are paid (at plain time) or compensatory time off is agreed.
- 6.3 Overtime will not be paid for any period of less than 1 hour.