

## **Orchard Trust Remuneration Policy**

This policy is written in line with the values and purpose of the Orchard Trust. The goal is to offer fair pay at all levels in the Trust, which is competitive within the charity sector.

Orchard Trust believes that professionalism does not conflict with the values that lie at the heart of charities and other civil society organisations. We see good management, good staff and good values as mutually reinforcing. Experience shows that committed, professional staff, with the support of their boards, produce exceptional outcomes for the beneficiaries and causes that they serve.

As a charity mainly providing services on behalf of various local authorities with limited resources it is very important that the money we have available for remuneration is used effectively. We also take into consideration the imperative to retain valued staff within a values-driven organisation. The process of recruiting new staff costs considerable time and money, and worse it can divert focus from the Trust's core aims. High staff turnover can adversely affect our clients along with a loss of organisational memory and disruption of working arrangements.

Orchard Trust's Remuneration Committee annually reviews the organisation's pay policy. The committee comprises Orchard Trust's Chair, Chair of the Finance Committee and two other Trustees. Orchard Trust's board of trustees gives the Remuneration Committee:

- Authority to recommend to the Board of Trustees the remuneration and conditions for the Chief Executive Officer of Orchard Trust.
- Authority to receive recommendations from the CEO, and recommend to the Board of Trustees, regarding the remuneration of the Head of Support and Operations, the Finance Manager, and such other persons as deemed appropriate from time to time.
- Authority to receive recommendation on the overall cost increase to the pay and remunerations budgets for approval by the board.

### **Setting of pay levels**

Salary levels are set taking into account the skills and experience required and sector norms for charities of similar size and scope.

Annual uplifts and individual increases to staff pay are reviewed annually by the senior management team in relation to individuals' responsibilities and performance, the external economic environment and financial affordability for the Trust.

In setting levels of pay and reward the following will be considered:

1. Current funding arrangements with local authorities
2. External financial environment
3. Comparisons with similar charities within the local regions
4. How pay is linked to skills, experience and competencies
5. The charities ability to pay, including:

- The benefit to the charity that the position will bring
- The cost to the charity of increasing remuneration levels
- How increasing pay, especially at senior levels, would be perceived by beneficiaries, employees and donors
- Whether it is affordable in the long term
- The appropriateness of the pay in the context of the charity and its beneficiaries' needs

## **Pay equality and Living Wage**

Orchard Trust 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. Orchard Trust is working towards becoming a Real Living Wage employer.

### **New staff**

New staff will be offered a salary that takes into account the nature of the role, the skills and experience the staff member brings to a role, pay equality and affordability. Jobs will be advertised within a pay band. When Orchard Trust makes a job offer the applicant is told what the salary will be. Once they accept the job the understanding is that the applicant has accepted it at the stated salary.

### **Bonuses**

Bonuses are not normally awarded, in exceptional circumstances they can be with prior approval from the Trustee board.

### **Overtime**

Overtime is paid to direct support staff at the standard hourly rate, other staff are expected to take time in lieu of the extra hours worked.

### **Enhancements**

Where enhancements are paid, i.e for nights and bank holidays, these are non contractual payments.

## **Agreed and accepted by the Trustee board - 26th January 2022**

To be reviewed as required but at least every 3 years.

This policy is displayed on the Trust's website.

<b>Signed:</b> Sue Henchley  <b>Chair</b>	<b>Issue Date:</b> 26th January 2022 <b>Reviewed:</b> 6th March 2023
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