PAY REVIEW

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1. Purpose

This policy is to be accepted and observed by all members, staff and volunteers within Four Pillars. Breaches of the policy may be regarded as gross misconduct.

2. Ownership

This is the Pay Review Policy of Four Pillars. The ownership of this policy is to that of the Four Pillars board of trustees, who discharges its implementation to the management of Four Pillars. The management may discharge duties to a nominated member of staff or volunteer.

3. Statement of policy

Our policy is to provide guidance on Pay Review to employees, volunteers and service users. We also accept responsibility for all other people who may be affected by our activities.

4. Principles of policy

4.1 We are committed to having a fair and real pay policy designed to retain employees in our field.
4.2 This policy sets out Four Pillars approach to job evaluation and salary reviews.

5. Annual pay review

5.1 Four Pillars is a Real Living Wage employer
5.2 Pay is reviewed by RLW Members annually; however, there is no guarantee of an automatic increase in your pay as a result of any review.
5.3 Staff will always be on the Real Living wage as a minimum, this is implanted on the 26th March each year.
5.4 We aim to award staff a 1% pay rise for each year of service, subject to the financial capacity of Four Pillars
5.5 Where this is possible, the 1% will be applied the first full working month after the work anniversary
5.6 This could mean that based on your anniversary, staff receive 2 pay reviews each year
5.7 Where a pay rise is not possible, due to funding demands, the Board of Trustees will attempt to rectify this at a later date, when funding allows
5.7.1 Pay increases will not be back dated under these circumstances

6. Responsibilities

Overall and final responsibility for Pay Review Policy is shared collectively by the trustees.

The trustees delegate the responsibility of following this policy to the management team.

The management will:

- Arrange for the implementation of this policy in consultation with staff and volunteers
- Arrange for the adequate instruction and training of staff and volunteers in all matters related to this policy
- Arrange for the contents of this policy to be known to all staff and volunteers

The staff and volunteers of Four Pillars have a duty to:

- Follow this policy
- Co-operate with the management to ensure that the requirements of relevant statutory provisions are complied with
- Report potential or actual hazards as soon as possible

7. Risk Assessment

The trustees will ensure that all risk assessments are undertaken for any part of the charity's activities to which they are applicable, copies of these risk assessments are available upon written request.

8. Premises

The management team will ensure that all premises used by Four Pillars whether owned, leased or rented are:

- Health and safety compliant
- A full risk assessment has been completed
- Insurances are in place and displayed
- Fences are erect and secure at all times, if applicable
- Gates are manned at all times, if applicable
- Any potential danger is reported to the management

9. Reports

The delegated manager/person in charge at each event shall be responsible for making any necessary reports relating to this policy or ensuring that others make such reports.

10. Policy Development

The trustees shall endeavour to progressively develop the charity's policy on Pay Review Policy in response to risks and hazards identified. Specific procedures and policies so developed shall be appended to this document and form part of the charity's statement on Pay Reviews.

11. Review

The effectiveness of this policy will be reviewed annually by a member of the Four Pillars board of trustees. If appropriate, action will be taken as necessary to update this policy to ensure effective delivery on the objectives laid out at the start of this document.