



Pay

Our scheme acknowledges the importance of ensuring all employees are recognised for the level of qualifications, responsibility they carry and for the individual contributions that they make to further the high standards and charitable aims of the scheme.

This policy applies to all employees employed by the scheme and aims to:

- Support the statutory duty stated above and to complement and ensure all of the schemes policies and procedures make a meaningful and sustained contribution to raising levels of achievement in the scheme; including procedures and frameworks;
- Promote the aim of making the scheme self-evaluating and self-managing;
- Demonstrate the Trustees commitment to good employment practice by ensuring all pay related decisions are made in line and taking full account of the current version of the schemes equal opportunities policy and that all employees are treated fairly and responsibly.

The General Committee of Trustees (The Committee), or their authorised advisors, will carry out determinations of pay in accordance with this policy.

Annual Salary Reviews

The Committee will annually review the pay levels with effect from 1 April and inform employees of any changes in rates of pay or other financial benefits.

Salary reviews may take place at other times of the year to reflect any changes of circumstances that may occur, including increases and decreases in responsibilities which lead to a change in grade. Salary reviews will also take place outside of this timing to ensure compliance with legislative requirements.

Graded Levels & Holiday Pay

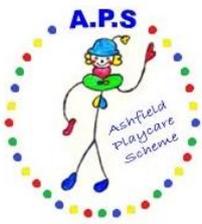
All employees will have a contract of employment setting out their terms and conditions of employment, pay and holiday entitlement. A rolled-up holiday pay agreement for additional hours has been adopted by the scheme whereby employees receive holiday pay added to their weekly pay (this amount is clearly indicated and separate to their weekly pay on their pay advice slip). Public Holidays are included within the annual holiday entitlements.

Levels of pay are clearly defined for each grade;

Scheme Manager
Deputy Manager
Senior Play Leader
Play Worker
Student

Pay levels are determined in line with other employees with similar qualifications and experience. The level of responsibility of their role and local market rates for the same or similar roles are taken into consideration when levels of pay are decided and employees are encouraged to attend training to promote their progression.

The Committee determines the levels of pay and the recruitment/retention requirements of the scheme, with the Treasurer taking a lead role. The scheme aims to pay all employees above



POLICY

the minimum national recommendation whenever possible and will ensure that the National Living Wage is also met.

Employees working hours vary to meet the requirements of the scheme. Payment for any overtime for anything outside of normal hours must be authorised by the Chairperson and these will be paid at the employees' normal basic hourly rate. (Annual leave is accrued on these).

Legislative Changes

The Committee members will keep abreast of relevant personnel and pay developments and advise the Committee of any potential revisions of pay or this policy.