

Salary Review Policy

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About TalentEd

TalentEd is a registered charity, committed to delivering services which address the following objectives:

1. The advancement of education; and
2. The relief of those in need by reason of financial hardship or other disadvantage

We do this by supporting high ability students from low income backgrounds to help realise their full academic potential.

1 Introduction

TalentEd is committed to the following principles: (i) paying our staff and others who work for us fairly, so that we attract and retain the best people for the job and (ii) careful management of our charity funds. In so doing we will ensure the greatest effectiveness in delivering our charitable objectives and meeting the needs of our beneficiaries.

2 Tutor pay

TalentEd's tutors are contractors and invoice TalentEd for their work at an agreed hourly rate.

The rate of pay for tutors is dictated by the principles outlined above. It will be reviewed annually in July by the Executive team.

3 Staff salaries

TalentEd's policy on staff salaries is set out below.

3.1 New posts

When determining the salary for a new post, we will consider several factors, including responsibilities of the role, experience and setting a level that is competitive within the voluntary sector

3.2 Process for existing employees

The TalentEd Performance Management Policy outlines the reviews which take place (every three or six months depending on length of service). These reviews consider a number of factors, including achievement of their specified objectives. Each year the performance review which falls closest to June/July will see the Executive team make a recommendation about whether performance merits an increase in salary and, if so, whether this performance has been good or exceptional. For the Executive Team, it is their designated member of the Board who will make a recommendation.

Recommendations will then be considered by the Remuneration committee (see below) and any awards will be implemented at the beginning of the financial year.

3.3 Other benefits for staff

All staff will be entitled to receive a contribution towards a private pension scheme as set out in our Pension Policy. In accordance with the Government's salary exchange scheme, staff may elect to sacrifice some of their salary in lieu of an increased employer contribution.

Staff also receive 25 days per year annual leave, in addition to bank holidays. Flexible working and working from home may be possible, as long as this is agreed with the line manager and in line with 'business needs'. More detail is found in the TalentEd Leave and Flexibility Policy.

4 Payments to trustees

TalentEd's trustees are not paid for their work as a trustee.

Trustees can be reimbursed for reasonable out of pocket expenses (see TalentEd's Expenses Policy).

They may also be paid for undertaking special work for the charity, provided that this meets the criteria of the Charity Commission guidance "Payments to Charity Trustees – What the Rules Are".

However, TalentEd will generally avoid engaging its trustees for such work and will only do so where there is no suitable alternative supplier of that work.

5 Interns

As a minimum, TalentEd will pay the living wage to interns.

6 Disclosures within the annual report and accounts

In accordance with the Charity Commission's Statement on Recommended Practice 2015 (SORP) and guidance contained within the National Council for Voluntary Organisations' 'Report of the Inquiry into Charity Senior Executive Pay', TalentEd will include or disclose the following in its Annual Report and Accounts:

- a statement that summarises this salary policy
- payments to trustees
- the salary of the highest paid member of staff and the number of staff receiving more than £60,000 salary, in bands of £10,000, if applicable
- a salary ratio that describes the relationship between the median salary and that of the highest paid member of staff
- a summary of pensions and other benefits receivable by staff
- any changes to the payroll for all staff along with a brief justification of any such changes

7 How decisions are made

The budget is prepared annually in June/July with the Treasurer and the Executive Team. It is finalised by the Board in August. Depending on the financial situation of the charity, a 'budget envelope' for increases in salary is set which will determine any annual percentage change in the payroll for the salaries line of the budget.

TalentEd's Remuneration Committee comprises the Chair and Treasurer of the charity along with at least one other trustee. Formal consideration of remuneration matters takes place annually, usually in July; however, they may also be considered at other meetings if ad hoc issues arise during the year.

The Executive Team attends Remuneration Committee meetings but leave during the discussion regarding their own remuneration.

The annual, formal, considerations of the Remuneration Committee are to:

- determine and keep under review the salary levels of all staff, using such market comparators as it deems suitable, taking account of the nature of the posts being considered and calibrating the salaries across the team, including any new posts
- within the budget envelope, consider the Executive's recommendations for any salary increases for any staff
- within the budget envelope, determine and review the salary package of the Executive team
- review pension arrangements
- ensure that contractual terms on termination are fair to the individual and the charity, that good performance is recognised and poor performance is not rewarded

The Committee does not have full delegated authority in these matters but will submit its recommendations to the board at the same time as the budget (in August) for agreement prior to implementation.

8 Reviewing this policy

This policy will be reviewed annually.