

Partnership Support Group Senior Managers' Remuneration Policy

1.0 Policy Statement

This policy aims to ensure that the Partnership Support Group (PSG) and its subsidiaries are able to offer a fair rate of pay to recruit and retain suitably competent, qualified and experienced senior managers to deliver the group's objectives.

PSG is a large and complex organisation, funded primarily through the payment for the delivery of services, with income still primarily derived from contracts with local government. PSG operates in a highly competitive and commercially focused sector and requires skilled and professional senior managers to operate effectively and achieve the charity's objectives.

The Trustees of PSG are responsible for approving the system of setting senior managers rates of pay and for approving pay increases to members of the Directors Group, however, in practice most pay decisions are delegated to the members of the Remuneration Committee of the Board of Trustees.

In deciding upon the pay system for senior managers and pay awards for members of the Directors Group, the Trustees will have due regard to:

- The aims and objectives of the organisation;
- The pay policy for all employees;
- The skills, experience and competencies required of senior staff;
- The requirements of the organisation's business plan;
- Affordability and long term sustainability of salary costs;
- The organisation's overall performance and the performance of individual senior managers, in both the long and short term;
- Any external pay benchmarking information;
- Other aspects of terms and conditions;
- Any recruitment and retention issues;
- The relationship between pay of senior staff and that of the organisation's whole workforce;
- The likely perception of beneficiaries and commissioners.

2.0 Directors Group

The following post holders are designated as being members of the Directors Group, who pay awards are subject to approval by the Trustees:

Group Chief Executive
Group Director of Finance and ICT
Group Director of Human Resources
Group Director of Housing and Development
Group Directors of Operations
Director of Integration

This list is subject to change by agreement between the Chair and Chief Executive.

Other senior managers outside this list but in senior manager pay bands are covered by the terms of PSG's performance related pay scheme (below) and the Pay Policy.

Senior Managers employed by subsidiary companies with the Group structure may be considered for inclusion within the scope of this policy, subject to the terms of their contracts of employment.

3.0 Senior Managers Starting Pay

New staff and staff promoted into senior management roles will normally be appointed on a spot salary, this will normally be at the bottom of the relevant pay band, however, in exceptional circumstances recruiting line managers in consultation with Human Resources may use their discretion to appoint an individual to a higher starting pay depending upon the skills, qualifications and previous experience of the applicant. Higher starting pay must not be awarded without taking budgetary constraints into consideration.

4.0 Performance Related Pay

The members of the Directors Group and senior managers in pay bands 1, 2 and 3 (former Choice Support pay bands: 0, 1A and 1B and former mcch pay bands: E and F) are employed on spot salaries and are not subject to incremental progression but are eligible to receive performance related pay (PRP).

Senior manager's PRP is discretionary and non-contractual.

PRP is normally paid on an annual basis, however, any PRP payments are subject to affordability and if the financial position in any year does not support the payment of PRP, no awards will be paid.

The budget for any PRP awards is set based upon the organisation's financial performance.

PRP awards can be paid as either one off non-consolidated bonus payments or as a permanent increase in salary or any combination of the two.

PRP awards are calculated based upon each individual's overall performance marking from their annual appraisal. In accordance with the Appraisal Policy, the overall performance marking should be based upon a combination of each senior manager's achievement of their objectives and their performance against their core competencies.

5.0 The Role of Trustees in Approving PRP Awards

The budget and distribution of senior manager's PRP is agreed on an annual basis by the Remuneration Committee of the Board of Trustees.

The membership of the Remuneration Committee comprises the Chair of the Board of Trustees and the Chairs of other Committees (Finance and Audit, Quality and Safeguarding, Integration and Human Resources).

6.0 PRP Approval Timetable

Proposals for the distribution of senior manager's performance related pay awards will be made to the Remuneration Committee in March/April of each year based upon moderated, senior manager's appraisal markings and the best available financial information regarding the charity's performance.

The full Board of Trustees will be informed of the decision of the Remuneration Committee in a closed session at the next scheduled meeting.

7.0 Reporting Senior Managers Pay

Senior Manager's salaries in excess of £60,000 pa will be reported in the annual financial statement.

This policy will be available on the charity's website.

8.0 Additional Responsibility Allowance

The Chief Executive may designate certain Directors Group posts or tasks to attract an additional responsibility allowance, either temporarily or permanently. Additional Responsibility Allowances for members of the Directors Group are subject to a maximum of £5,000 p.a.

9.0 Essential Car User Allowance

Higher Rate Essential Car User Allowance of £3,500 pa will be paid to all members of the Directors Group who own and maintain a roadworthy car for use in connection with their duties.

Essential car user allowance will be withdrawn with immediate effect if a member of the Directors Group ceases to own and maintain a roadworthy car for use in connection with their duties or ceases to hold a valid driving licence.

10.0 Allowances

Senior Managers will be eligible for the same allowances as other staff in accordance with the terms of the Pay Policy, however, members of the Directors Group are not eligible for the attendance bonus.

11.0 Implementation and Review

This Policy was agreed by the PSG Board of Trustees and formally adopted on **1 April 2018**.

From time to time the Board of Trustees may, following consultation with senior managers, review and amend this Policy, to ensure that it meets the needs of PSG and to ensure compliance with relevant legislation.

Oliver Mills
Chair
April 2018