

Employment

2.1.4 Pay Review (including pension contributions)

Statement of intent

To ensure that our staff are remunerated fairly for the duties they perform and the level of this remuneration is reviewed on a regular basis.

Method

- Each staff member will be awarded a contract prior to the start of their employment stating the number of contracted working hours and the hourly remuneration rate for those hours.
- The hourly rate will vary according to the contracted duties performed by the staff member.
- Staff remuneration rates will be reviewed on an annual basis by the committee to ensure that they remain aligned with the financial position of the Out of School Club.
- Prior to their pay review, staff should demonstrate they have complied with the following:
 - o fulfilled mandatory training requirements as identified in their last appraisal;
 - o progression of professional development as identified in their last appraisal; and
 - o no significant unexplained/unauthorised absence from work.
- The pay reviews will take due cognisance of statutory regulations.
 - o St Joseph's Out of School Club ensures that staff remuneration rates are in line with the National Living Wage and National Minimum Wage¹.
 - o St Joseph's Out of School Club ensure that employer/employee pension contributions are aligned with advice received from The Pension Regulator² (as per the Pensions Act 2008).
- Consideration will be taken of remuneration rates for similarly qualified and experienced staff at other settings where the information is available³.
- Staff will be advised of any changes in their rates of pay and, if applicable, pension contribution, in the month prior to the change becoming effective.
- Staff contracts will be amended, with regards to remuneration rates etc, within one month of the change occurring.

Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating policies	23.01.2023

¹ The Living and Minimum Wage is a legal right which covers almost all workers. It became compulsory from 1 April 2016

² www.thepensionregulator.gov.uk

³ St Joseph's Out of School Club uses information obtained from PATA's annual fees and wages survey results