

POLICY AND PROCEDURE

Remuneration

Category: staff



SoLO
Life
Opportunities

38 Walnut Close
Chelmsley Wood
Birmingham
B37 7PU

Charity No. 1102297
England Company No.
5025939

Policy

This Remuneration Policy and Procedures applies to Senior Managers and employees of SoLO and reflects the organisation's objectives for good corporate governance as well as ensuring that its aims and objectives to provide high quality services for people with a learning disability and respite to their parents and carers are sustained.

This Remuneration Policy and Procedures does not apply to the Trustees of SoLO or other volunteers who only receive out of pocket expenses.

This ensures that SoLO is able to attract, develop and retain high-performing and motivated Senior Managers, Managers and Project staff within an environment which is becoming increasingly competitive.

This policy links in with the organisation's approach to sound and effective risk management ensuring that these are managed well, particularly in relation to any financial risk identified. It also links to the governance structure for setting objectives and communicating these to the SoLO employees, although performance is not related to any monetary benefit.

Procedures

The Chair, Vice Chair and Treasurer shall review remuneration levels for the Chief Executive Officer of SoLO every three years and shall present the results of their review and their recommendation to the voting members of the Trustee Board for approval. Within the review they will take account of:

1. The size of the organisation.
2. The market and will bench mark against similar other organisations within the same field.
3. The current financial pressures.

Such review shall be carried out to ensure that the fees are commensurate with the market, current time commitments and responsibilities of each role, taking into account the activities of SoLO.

Policy Name: Remuneration
Organisation: SoLO Life Opportunities

1

Next Review Date: July 2015

Pages in this document - 2

The remuneration of the CEO of SoLO will takes the form of an annual salary on the basis of a 37.5 hour week agreed by the Trustee Board. SoLO employees shall not receive any incentive payments.

Expenses shall be reimbursed in accordance with SoLO's travel and Expenses procedures. Mileage rates will be reviewed separately.

No employee in the organisation receives more than £60,000 per annum. This means that SoLO does not have to legally declare the earnings of its Senior Management Team. However, in the interest of transparency and to ensure public trust with the governance of the organisation, SoLO will declare the salary ranges of its senior employees.

The current levels of remuneration of the Senior Management Team are:

| Job Title | Salary Range per annum |
|-------------------------|------------------------|
| Chief Executive Officer | £40 - £45,000 |
| Senior Managers | £30 - £35,000 |

The remuneration of the Senior Managers will be set proportionally in relation to the agreed rate set by the board for the CEO.

The remuneration of any other personnel within SoLO will be set by the board.

Cost of living rises will be agreed, by the board, on an annual basis in February to commence on 1st April and will be determined on the basis of financial risk.

Pension and other benefits

All eligible post holders are enrolled onto the Auto-enrol pensions. SoLO does not offer any other form of pension or additional contributions. SoLO does not provide any other form of financial benefit to its employees.