



HF Mencap

Remuneration Policy

Policy Statement and Scope

As an organisation we recognise our key responsibilities towards our beneficiaries, donors, supporters, staff and the public. We understand the significance of raising accountability and transparency in all aspects of our work.

That's why, in line with recommendations from the National Council for Voluntary Organisations' 2014 inquiry into executive pay, we are detailing our approach to pay.

At HF Mencap, each of us is driven by our mission to empower children and adults with learning disabilities and autism, to get their voice heard, reach their potential and to be included in their local community. This means that we are committed to maximising our impact across all elements of our life-changing work. We believe that although the charity sector can't, and shouldn't, compete with the commercial sector on pay, we must offer a fair salary for the skills and the experience that we need to run a high performing, cost-effective and successful charity. We seek to have competitive salaries and benefits in relation to comparable charities. However, the absolute level of salaries will relate to HF Mencap's ability to pay.

Having competitive salaries is one of the ways in which we can secure the very best people to deliver meaningful change to the lives of individuals that use our services and their families/carers. Aiming to maximise our impact through fair salaries for talented people is what defines our approach to pay. This policy will apply to all staff employed at HF Mencap, it does not however apply to self-employed contractors engaged on a contract of service.

Note: This policy is non contractual and may be updated or varied by HF Mencap.

1. Aims of this policy:

The HF Mencap remuneration policy is built around the following aims:

- Pay will be competitive so that the charitable objectives can be delivered
- Every employee is different, so every employee's needs and motivations are different

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- HF's remuneration policy seeks to be fair at both higher and lower ends of the payscale
- Peoples' working arrangements can be flexible to aid productivity (where appropriate to the job role)
- HF Mencap encourages a work-life balance and encourages regular breaks from work using paid holiday
- Strong governance structures in place to ensure remuneration is managed in line with best practice and properly monitored

2. How Pay Is Governed at HF Mencap

- Our principles are to pay our staff a fair salary that is competitive within the charity sector, proportionate to the complexity of each role, it's related funding and responsible in line with our charitable objectives.
- Pay levels for all employees are to be reviewed annually and any overall percentage increases (relating to London living Wage for support staff or Inflation for office staff) are to be authorised by the Board of Trustees.
- Remuneration for the Chief Executive will be agreed by the appropriate remuneration committee (this may consist of the finance committed).
- The Chief Executive is responsible for setting all other employees salaries.
- Salaries are benchmarked using external data available from pay surveys (for the voluntary sector and inner London charities) and market conditions for the specific role, our target is the market median averages of these. Ultimately however salary increases will relate to the funding available for each role and whether the increase will be affordable long term.
- To ensure pay is fair for all roles we are committed to paying all our employees at or above the London living wage as determined by the Living Wage Foundation

2.1 Line Managers

- The line manager is responsible for making the decision to submit a proposal for a pay increase and this should be based on an overview of their area and staff performance and not solely based on a request from a member of staff.

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- It is the line manager's responsibility to manage the expectations of the employee and to ensure effective communication.
- The line manager is responsible for the application and should **never** inform an employee they have been awarded a pay increase, unless this has been confirmed in writing from the Chief Executive.

3. Equal Pay

THE EQUALITY ACT 2010

Equal pay deals with the pay differences between men and women who carry out the same jobs, similar jobs or work of equal value. We recognise it is unlawful to pay people unequally because they are a man or a woman.

4. The Wider Employment Offer

HF Mencap appreciates that it employs people across a wide age range and with varying lifestyles, so all individuals' needs will be different. We understand that pay is one part of the employment package we offer to our employees, we seek to promote personal development and fulfilment where possible. The charity is open to discussions with staff if they feel that their role can be worked more productively in another way, including arrangements for employees to work partially from home (this is not applicable to individual's working for support services), this is in line with our working from home policy.

5. Related legislation and helpful guidance

- **NCVO's Guide on setting and communicating remuneration policies for charities-** http://www.ncvo.org.uk/images/documents/practical_support/governance/NCVO_guide_on_setting_and_communicating_remuneration_policies_for_charities.pdf
- **Third Sector Pay Survey-** <https://www.thirdsector.co.uk/charity-sector-salaries-2018-next-job-pay/careers/article/1454845>

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- **Office for National statistics -** <https://www.ons.gov.uk/economy/inflationandpriceindices/articles/areyourwageskeepingupwithinflation/2017-06-20>
- **Living Wage-** <https://www.livingwage.org.uk/calculation>
- **THE EQUALITY ACT 2010** - <https://www.gov.uk/guidance/equality-act-2010-guidance>

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