



Paying Staff Policy

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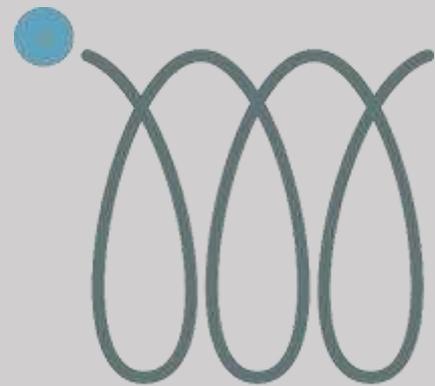
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1. Introduction

The purpose of this policy is to ensure that all staff at Grace Foundation are paid fairly, transparently, and in compliance with UK employment law. This policy outlines the principles and procedures for determining and managing staff remuneration.

2. Purpose and Scope

Grace Foundation recognises that its people are its greatest asset. We are committed to ensuring staff are remunerated fairly within the charity's financial means, acknowledging the vital role they play in delivering our mission. While we may not always be able to offer sector-leading pay, we strive to create a supportive working environment with additional benefits to attract and retain talented staff.

This policy applies to:

- All employees of Grace Foundation, including full-time, part-time, and fixed-term staff.
- Trustees are not paid for their roles, except for the reimbursement of approved expenses.

Grace Foundation receives HR, IT, and financial services from IMG (UK) Holdings Ltd and its subsidiary entities (collectively referred to as IMG). Any mention of IMG in relation to Grace Foundation pertains to these entities.

This policy is entirely non-contractual and does not form part of an employee's contract of employment.

3. Legal Compliance

Grace Foundation ensures compliance with:

- The National Minimum Wage legislation.
- HMRC requirements for PAYE, National Insurance, and pensions.
- Relevant Charity Commission guidelines.

4. Principles for Paying Staff

Fairness within Constraints:

- Salaries are set to reflect the responsibilities and contributions of staff within the organisation's financial capacity.
- Grace Foundation acknowledges the challenges of paying sector-leading wages and seeks to offset this through a positive and supportive workplace culture.

Commitment to Transparency:

- The process for determining pay levels is clearly communicated and consistently applied.

Sustainability:

- Staff remuneration is managed responsibly to ensure long-term financial stability for the charity.

Recognition and Support:

- Beyond financial pay, Grace Foundation invests in staff through professional development, flexible working arrangements, and fostering a sense of purpose and belonging.

5. Procedures

5.1 Determining Pay Levels

Pay levels are based on:

- Job evaluations and role responsibilities.
- Comparisons with salaries in similar roles in the charity and education sectors.
- Annual budgets approved by the Board of Trustees.

Any salary changes must be approved by the Executive Director and/or CEO. The Trustees will review any salary changes for the Executive Director or CEO.

5.2 Recruitment and Starting Salaries

Starting salaries will be agreed upon during the recruitment process and will align with the pay scale for the relevant role.

Job offers will include a clear breakdown of salary, pension contributions, and other benefits.

5.3 Annual Pay Reviews

Salaries will be reviewed annually as part of the budget-setting process.

Reviews may consider:

- Inflation rates and cost of living increases.

In addition, pay reviews may also take place at other points during the year where an individual's role changes significantly, such as through promotion or a change in responsibilities. Any such review will be approved by the Executive Director or CEO and include clear amendments to a person's job description or via an advertised role.

5.4 Payroll Administration

Payroll will be processed monthly by the Finance Team or an external payroll provider.

Payments are made via BACS transfer directly to staff bank accounts.

Staff will receive payslips detailing gross pay, deductions (e.g., tax, National Insurance, pensions), and net pay.

5.5 Deductions

Deductions will only be made from pay in accordance with legal requirements or with the employee's written consent.

5.6 Pension Contributions

Grace Foundation complies with auto-enrolment pension requirements.

Staff are enrolled in the IMG pension scheme unless they choose to opt out.

6. Overtime and Additional Payments

Overtime is not standard practice due to financial constraints but may be considered for exceptional circumstances, with prior written approval from the Senior Leadership Team.

Approved additional payments (e.g., for extra duties) must be agreed upon in writing by the Senior Leadership Team.

7. Reimbursement of Expenses

Staff are reimbursed for reasonable work-related expenses in line with the charity's Expenses Policy.

Claims must be supported by receipts and approved by the relevant manager.

8. Equality and Non-Discrimination

Grace Foundation is committed to ensuring that pay practices are free from bias and discrimination, in accordance with the Equality Act 2010.

9. Monitoring and Reporting

The Finance Team will monitor salary expenditure and report regularly to the Board of Trustees.

Senior staff remuneration will be disclosed in the charity's annual report, in line with requirements by the Charity Commission.

10. Review

This policy will be reviewed every three years or sooner if required by changes in legislation or organisational needs.

This policy should be read in conjunction with individual employment contracts.

This policy links to the GF Expenses and Purchase Request guidance and the GF Travel Expenses guidance which is available on the GF intranet.

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