Payment of staff & volunteers Policy 2026

Introduction
It is the aim of Hesketh Bank Community Centre (HBCC) to recruit and retain high calibre individuals who not only contribute to the achievement of the charity's aims and objectives but also understand and support the ethos and culture of the organisation.

Purpose
The Charity's aim is to provide a remuneration package and working environment that is attractive and comparable to other similar organisations.

The Trust has ultimate responsibility for setting salary levels for staff.

The Trust will conform to the Equality Act 2010 and the trustees of (HBCC) are committed to ensuring a proper balance between paying staff and volunteers fairly in order to attract and retain the best people for the job whilst ensuring careful management of charity funds.

Principles
Levels of Salary and Benefits
In deciding the levels of salary and benefits, trustees of (HBCC) will consider:

- the purposes, aims and values of the charity and its beneficiaries' needs
- how salary is linked to the skills, experiences and competencies that the charity needs from staff and the scope of their roles
- the number of staff the charity can reasonably afford including:
    a) increasing remuneration levels with consideration to tax and NI contributions
    b) how increases to salaries would be perceived by the charity
- staff performance against expectations, both short and long term
- the overall contribution and performance of an individual and the extent to which their role has changed or increased which may justify an adjustment to salary
- general inflation rates, e.g. RPI (Retail Price Index) or CPI (Consumer Price Index)
- information on pay policies and practices in similar organisations that could help guide a decision on whether a level of pay is fair
- the charity's track record in attracting and retaining committed and motivated employees.

The Charity undertakes to review salaries periodically, generally annually, although there is no guarantee that any changes to salaries will be made as a result of the review.

Payments
Payments are made in monthly instalments, in arrears, on or before the 5th day of each month by direct credit transfer to an employees bank or building society account.

A payslip will be provided for each monthly payment and a P60 each year in April.

Pay calculations or related queries must be brought immediately to the attention of The Treasurer.

If you need any further information, advice or guidance relation to this policy, please contact the Chairperson of the Board of Trustees

This policy will be reviewed on an annual basis, unless circumstances arise which require the policy to be reviewed earlier.

This policy has been approved for issue by the board of trustees of HBCC.

Policy dated: 01/10/2026

Policy review date: 30/09/2027