

## The Harmony Project - Wages Policy

<b>Lead</b>	Head of Business Development and Operations
<b>Policy prepared by</b>	Morwenna Lewis
<b>Policy approved by the Director</b>	Richard Dunne
<b>Signed by the Director</b>	
<b>Became operational</b>	13 <sup>th</sup> November 2023
<b>Due for review</b>	<b>April 2024</b>
<b>Reviewed by and on</b>	
<b>Signed by the Director</b>	

### Purpose and Scope

As a small employer with limited resources, it is very important that we use the money we have available for remuneration effectively. This policy describes the broad principles which we will follow as an employer when setting and reviewing pay.

This policy applies to all staff working for us either on a casual, fixed term or permanent basis. We do not usually employ agency workers. In the event that we do, we will ensure that pay for longer term agency workers (who are with us for a continuous period of over 12 weeks) is comparable to the pay offered for directly employed staff who carry out comparable work.

### Pay Policy Principles

#### Pay Equality

We strive to be an equal opportunity employer. This means our intention is to treat all staff equitably with regards to the terms and conditions of employment offered including pay. The Board will review pay levels from time to time to identify and address any anomaly.

#### The Living Wage (as set by the Living Wage Foundation)

We fully support the Living Wage and will aim to pay at this level, subject to affordability. Living Wage figures are usually announced annually in November of each year and we will take the figure into account when reviewing pay.

### **Pay reviews**

Pay will be reviewed annually in July/August each year following a performance appraisal conducted by the relevant line manager and the new salary will come into effect from 1<sup>st</sup> September. In deciding on whether to increase pay, we will first of all consider whether we have the funds to do so. Some years we may not have the funds to increase your pay.

If we do increase pay, we will decide on the level of pay rise taking a number of factors into account, including the Living Wage, the Retail and Consumer Price Indexes (RPI and CPI) and the level of other pay settlements. Any pay review will be recommended by the Director and will be subject to the approval of the Board.

### **Banding**

Salaries will be banded based on benchmarking against similar roles within the charity sector. The bands will carry job titles as follows;

- Director
- Head of
- Lead
- Coordinator
- Assistant

### **New staff**

New staff will be offered a salary that takes into account the skills and experience they bring to the role, pay equality and, affordability.

### **Exclusions**

A staff member joining after 1<sup>st</sup> March in any year will not usually be eligible for a pay review until the August following their first year's service. Any member of staff subject to poor performance or misconduct procedures would not be eligible for a review until the expiry of any warning.

### **Written Terms and Conditions**

On or before the commencement of employment, all staff will be given a written statement of their individual terms and conditions with regards to salary and arrangements for working hours, deductions, holiday, any overtime payable or time off in lieu. Any changes to these terms and conditions will be notified to the individual in writing.

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If you have any queries on your pay level or any pay review, you are asked to raise this with your manager in the first instance.

## **Policy Review**

The overall responsibility for this policy lies with the Director and Board. Day to day implementation of this policy lies with the Head of Business Development and Operations.

This policy comes into force on 1<sup>st</sup> February 2023 and The Harmony Project commits itself to review the policy as and when changes in legislation or other factors make this necessary. The policy will be subject to a review on an annual basis, starting from February 2023.

## **Helpful numbers**

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