



West Somerset Railway Association

The Railway Station, Bishops Lydeard TA4 3 BX

WSRA POLICY No P3: STAFF PAY

Purpose and scope

As a small employer and a charity 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 when setting and reviewing pay.

This policy applies to all staff working for WSRA on either 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. This policy does not apply to self-employed or other sub-contractors.

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 least 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 the following January.

Pay reviews

Pay will be reviewed annually in January and in deciding the level of any payrise a number of factors will be taken 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 General Manager, confirmed by the Finance Committee and subject to the approval of the board. As a charity we must first consider whether we have the funds to increase salaries. Some years we may not have the funds to increase staff pay.

Periodic Performance Appraisals will be conducted by the relevant line manager and the results shared with the employee and stored securely in our data systems, in accordance with our data policies. Where these appraisals result in a recommendation for an increase in salary this will again be recommended by the General Manager confirmed by the Finance Committee and subject to the approval of the board.

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 the beginning of September in any year will not usually be eligible for a pay review in the following January. They will be eligible for a pay review in the January following the completion of at least five month's service. Any member of staff subject to disciplinary procedures would not be considered for a performance related salary increase until at least 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.

If an employee has any queries on their pay level or any pay review, they should raise this with their manager in the first instance.

Policy review

The overall responsibility for this policy lies with the General Manager and the board. The policy will be reviewed every two years.

Policy Author	Jacque Green – General Manager
Date confirmed by WSRA Board	12 December 2022
Date Implemented	1 st January 2023
Review Interval	Two years
Next Review Due	December 2024