

Policy on Principal Officer Remuneration

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Next Review: 2021



ROSEHILL HOUSING CO-OPERATIVE LIMITED
250 Peat Road, Glasgow, G53 6SA

Rosehill Housing Co-operative Limited

Policy on Principal Officer Remuneration

1. AIMS

This policy confirms Rosehill's approach to the remuneration of its principal officer. The aims of this policy are to:

- ensure that the remuneration package remains sufficient to attract and retain a suitably capable person, without being seen as excessive
- set out the system by which this is achieved
- identify the method through which any disputes on principal officer remuneration are to be channelled
- Comply with Regulatory Standards

2. COLLECTIVE BARGAINING FRAMEWORK

Rosehill is a FULL member of EVH – Supporting Social Employers (EVH), this being an Employers' Association under the terms of the Trade Union and Labour Relations (Consolidated) Act 1992, and properly registered with the Certification Officer in this regard.

EVH also operates a fully constituted collective bargaining agreement in conjunction with UNITE the union. This is open to all member employers and around 100 social housing based employers (including Rosehill) participate in this arrangement. The EVH/UNITE system provides a jointly agreed common set of salaries, along with a minimum set of Conditions of Service, for all staff employed within EVH FULL member organisations (often known more simply as FULL members).

The following fixed value monetary benefits are fully prescribed by the EVH arrangements:

- Salaries
- Subsistence rates
- Essential Car User Allowance
- Mileage rates

- Distant Islands Allowance
- First Aid Allowance
- Retiral/Long Service Awards
- Occasional overtime payments

In addition there is the set of minimum Conditions of Service covering the typical spread of provisions covering working hours, holidays and such like. Some of these will have variable monetary values and others will simply offer entitlement to processes such as disciplinary and grievance procedures. Aspects within the Conditions of Service will also link to a wide range of supporting external documents governing a raft of employment matters such as e-mail/internet use; health & safety; staff code of conduct; and many more besides.

The EVH requirement of FULL members is that they adopt, in full, the centrally negotiated arrangements and apply all (non salary) terms and conditions proportionately to all employees regardless of seniority or grade.

EVH salaries are regarded as sector standard within the Scottish social housing movement. It is commonly the case that the principal officer salary on offer within FULL members is below 3.0 when compared to that paid to the typical employee (a very low metric). This is a long-standing and deliberate principle within the arrangements aimed at ensuring a strong sense of all round fairness. FULL members are also “Scottish Living Wage” employers – again a strong indication of reasonableness in relation to the pay differentials that will exist.

The following benefits are matters which sit outwith the scope of the EVH centrally agreed arrangements:

- Pensions
- Expenses (other than listed above)
- Car provision (other than listed above)
- Local enhancements to minimum set of Conditions of Service
- PRP/Bonus (though it is known that EVH is fundamentally opposed to this type of payment)
- Regular overtime/long hours gratuity payments
- Private Health Care Plans and derivatives thereof

The above list is not exhaustive.

EVH is available at all times to support us in considering such matters nonetheless and is able to offer a sector wide perspective. Other external consultants are also available to help, typically our employment Solicitors.

3. APPLYING THESE ARRANGEMENTS WITHIN ROSEHILL

In the first instance all matters concerning principal officer remuneration will be considered by our Staffing and Health and Safety Sub Committee, unless the Management Committee determines otherwise

As a FULL member of EVH we are entitled to have our views represented via its negotiating forum, either by way of one of our number standing for election to its Joint Negotiating Committee as an employers' representative, and/or by contributing to employer consultations and ballots concerning any changes proposed by the EVH negotiators.

Matters governed by EVH arrangements

The EVH system of Grading Guidelines sets out common pay spines for posts at all levels, with principal officer posts being placed on a three point spinal spread within the relevant pay territory. There are a series of "bars" within the common pay spines for senior staff and these are related to the number of units (houses) managed. The arrangements also provide flexibility (within limits) to take account of other (non housing) demands within the organisation, and these factors can be added to the raw unit count to help establish a final placing on the pay spine.

Rosehill has placed our principal officer post within suitable territory on the EVH scales following an assessment by EVH itself using the Grading Guidelines.

We will follow all other matters set out within the EVH arrangements in full.

We also accept that the salary metrics apparent within these central arrangements are suitable to us.

Matters not governed by EVH arrangements (e.g. pension, expenses and local enhancements)

All other benefits not set down by EVH will be determined locally bearing in mind the following principles and standards:

- That the principal officer will be treated (relatively) no more favourably than other staff we employ
- Arrangements struck will adhere to our Entitlements, Payments and Benefits Policy.
- The availability of advice, where appropriate, from EVH and/or others qualified to offer it as to the reasonableness and efficacy of any benefits/emoluments that may be proposed
- No such benefits may be introduced/amended without the formal approval of the Management Committee.

4. CONFLICTS OF INTEREST

The Management Committee and Staffing and Health and Safety Sub-committee retains the option of considering all matters concerning terms of conditions of employment for all staff (including the principal officer) in private should it so wish. In particular the principal officer will have no executive role in setting or changing their emoluments and benefits but may make recommendations.

5. DISPUTES

In the first instance any disputes over the principal officer remuneration and benefit package will be referred to the Staffing and Health and Safety Sub-committee which can call upon EVH or our employment solicitors for independent advice at any time.

Additionally, we are aware that EVH also offers a free, principal officer salary assessment service to its members.

Disputes that are not informally resolved may be routed via the agreed Grievance Procedure and ultimately fall to be determined by the independent Joint Negotiating Committee Appeal mechanism, this being the final stage in our internal procedure.

6. EQUALITIES

The framework of arrangements governing principal officer pay and benefits is part of a communal arrangement covering all our employees. This is consistent with our commitment to equalities.

7. DATA PROTECTION

On the 25th May 2018 the legislation governing data protection changed with the introduction of the General Data Protection Regulation (GDPR).

We hold a variety of Personal Data relating to individuals including tenants, waiting list applicants, factored owners, other service users, employees and Committee Members. Our Privacy Policy sets out the basis on which we can process and share such data with third parties, it also sets out how we will securely store individuals' data, whether electronically or in paper format. It also provides information on individuals' rights under GDPR including: to view personal data held about them by us; to request a restriction of processing of their data; the right to be forgotten and a right to object to us processing their data. In terms of the rights to be forgotten and to restrict or object to processing of Personal Data, any such requests will require to be considered on their own merits and legal advice will need to be obtained in some circumstances. We have the responsibility for accepting or refusing such requests and will do so in writing.

Under GDPR we are required to provide all customers whose Personal Data we hold with a Fair Processing Notice (also known as a Privacy Notice). The Notice sets out the Personal Data we process and the basis for doing so.

We will only keep and process Personal Data for the original purpose we gathered it for and we will not keep it for any longer than necessary. Attached to our Privacy Policy is a table of Retention Periods for Personal Data held and processed by us. We recognise that not all Personal Data can be processed and kept for the same period of time, and this will vary depending on the individual circumstances of each person whose Personal Data we hold.

The Privacy Policy sets out what should happen in the event of a Data breach e.g. does the breach require reporting to the Information Commissioner's Office and whether the individual affected should be notified. Timescales are set out for dealing with data breaches.

Full copies of our Privacy Policy are available upon request at our office or from our website www.rosehillhousing.co.uk

8. EQUALITY AND DIVERSITY

We are committed to ensuring equal opportunities and fair treatment for all people in our work. In implementing this Policy, we will provide a fair and equal service to all people, irrespective of factors such as gender, race, disability age, sexual orientation, language or social origin, or other personal attributes.

Rosehill is committed to removing any barriers to communication. Therefore if required this Policy can be produced in another format e.g. braille, large print, etc. In addition where English is not the tenant's first language, Rosehill will provide on request written information in the first language.

9. RISK MANAGEMENT

In all key areas of our business we need to consider any risks which may arise. To this end we have in place a robust Risk Management Policy and from this flows our Risk Register. We have identified our material risks which are regularly monitored by our Management Team and Audit Sub-Committee.

To ensure we continue to manage the associated risks we will periodically review this policy to ensure compliance with all legislative requirements and regulatory and best practice guidance.

10. REVIEW

We will review this policy every three years.