

PAY POLICY



Responsible Person	Chief Executive
Review Frequency	5 Yearly
Reviewed by	Board
Date Approved	January 2025
Next Review Due	January 2030

1. Scope

- 1.1. This Policy applies to all Waverly Employees (fixed term or permanent) including members of the Executive Team.

2. Purpose

- 2.1. The purpose of this Policy is to inform Employees of Waverley Housing's arrangements for pay including how pay increases are determined.
- 2.2. Waverley Housing's pay structure is designed to measure the relative value of roles in a consistent, transparent and fair way.
- 2.3. The Pay Policy is intended to attract, retain and motivate suitably skilled Employees so that Waverley Housing can perform at its best.
- 2.4. The Pay Policy ensures a fair and consistent approach to remuneration of Employees.
- 2.5. The Pay Policy allows Waverley Housing to pay Waverley Housing's Employees at a level that allows services to remain affordable and sustainable.
- 2.6. The Scottish Housing Regulator Regulatory Standards of Governance and Financial Management contains at 3.6 the following statement which is relevant to this Policy.

The Governing Body ensures that Employee salaries, benefits and its pension offerings are at a level that is sufficient to ensure the appropriate quality of staff to run the organisation successfully, but which is affordable and not more than is necessary for this purpose.

3. Pay Structure

- 3.1. Waverley Housing operates a spot salary structure with two pay spines (See Appendix 1), one for office-based Employees and one for trades Employees. With this spot¹ salary structure a single annual salary is attached to each post.
- 3.2. Waverley Housing are a Living Wage employer and therefore their lowest spinal point will always match the Scottish Living Wage Award as identified on an annual basis.
- 3.3. Waverley Housing are committed to embedding the principles of equality and diversity in everything Waverley Housing do, and it is their view that this pay structure negates any dispute on equal pay given that the salaries identified are for the post within Waverley Housing and not the person within each post.

Pay rates are determined by three main factors:

- a) The nature of the role and where it sits within Waverley Housing
- b) Local labour market factors
- c) Affordability (budget constraints)

When a post falls vacant Waverley Housing will review:

- a) the key result areas for the role.
 - b) consider the skills, qualifications and experience required by the role.
 - c) benchmark against current market salaries for similar posts – taking into account the entire remuneration package on offer, e.g. leave entitlement, pension provision etc.
 - d) take account of internal pay relationships with Employees undertaking the same or similar roles.
- 3.4. Appointments will subsequently be made on a specific spinal pay point equating to the role within the Company.
 - 3.5. Waverley Housing only offers progression of salary when a training contract is in place; otherwise there is no pay progression. Progression of salary on a training contract is subject to satisfactory job performance by the post holder.

4. Apprenticeships

- 4.1. Apprenticeship rates for all apprentices will be in line with The Real Living Wage and this is applied at 1 April each year. This aligns with current Scottish Government policy as described in the Fair Work Action Plan.

5. Overtime and Call Out Payments

¹ A single rate of **pay** for a job or grade expressed as an hourly rate, a weekly **wage**, or an annual **salary**. The **defining** feature of a **spot**-rate is that there is no scope for **salary** or **wage** progression through a **pay** scale or **pay** range.

- 5.1. For information on overtime and call-out payments please refer to Waverley Housing's Overtime and Hours of Work Procedure.

6. Sick Pay

- 6.1. For information on entitlement to sick pay please refer to Waverley Housing's Sick Pay Policy.

7. Redundancy Payments

- 7.1. For information on redundancy payments please refer to Waverley Housing's Redundancy Policy.

8. Bonus Payments

- 8.1. For information on bonus payments please refer to Waverley Housing's Annual Bonus Policy.

9. Payment of Expenses

- 9.1. For information on payment of expenses please refer to Waverley Housing's Employees Expenses Policy.

10. Pay Reviews

- 10.1. Waverley Housing undertakes discretionary pay reviews on an annual basis in line with Waverley Housing's budget setting process (usually around February). The review is undertaken and approved by the Board of Directors who consider making an annual "cost of living" award to Employees.
- 10.2. The amount available for the pay review process is impacted by what Waverley Housing can afford. Waverley Housing will work within financial constraints and use the limited funds in the most effective way to support the business and workforce needs.
- 10.3. In recognition of current good practice guidelines, Waverley Housing from 2018/2019 onwards has changed its measure of inflation from the Retail Price Index (RPI) to the Consumer Price Index (CPI). CPI is considered a more appropriate measure for use in Social Housing. When considering pay reviews the CPI level in September of the previous year will be presented as an indicator of CPI for the financial year.
- 10.4. The Chief Executive's remuneration package is reviewed annually by the Board in line with the Scottish Housing Regulator's recommended best practice.

11. Method of Payment and Pay Advice

- 11.1. All salaries are paid monthly by bank transfer on the second last working day of each month unless this falls on a Bank Holiday whereby payment will be made on the previous working day.
- 11.2. Pay advice slips are issued electronically prior to payment being made.

11.3. P60s² will be issued in April and P11d³ forms in April/May.

12. Monitoring and Review

- 12.1. This policy outlines the current position in respect of pay within Waverley Housing and it will be reviewed every 3 years to ensure that it continues to meet the principles of fairness, equality, accountability and value for money.
- 12.2. Employees will also be given the opportunity to give their view of Waverley Housing's pay structure through Waverley Housing's 3 yearly Employee satisfaction survey.
- 12.3. It is unlawful for Waverley Housing to discriminate against Employees because of any of the following protected characteristics: Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex (Gender), Sexual Orientation.
- 12.4. Any changes proposed to this Pay Policy will be subject to a new Equality Impact Assessment.
- 12.5. Pay records of all staff are treated on a confidential basis and processed in accordance with the terms of the UK General Data Protection Regulation.

² A **P60** is a form that shows how much taxable salary the Employee was paid in the tax year and how much tax was deducted from their wages.

³ The **P11D** is a statutory form required by HMRC detailing the cash equivalents of benefits and expenses that they have provided during the tax year to their Employees.

WAVERLEY HOUSING – SALARY PAYPOINTS	
Grade	
Chief Executive	CE23
Senior Management	SM22
Senior Management	SM21
Senior Management	SM20
Senior Management	SM19
Operational Management	OM18
Operational Management	OM17
Operational Management	OM16
Operational Management	OM15
Senior Officer	SO14
Senior Officer	SO13
Officer Level	OL12
Officer Level	OL11
Officer Level	OL10
Assistant Level	AL9
Assistant Level	AL8
Assistant Level	AL7
Assistant Level	AL6
Clerical Level	CL5
Clerical Level	CL4
Clerical Level	CL3
Clerical Level	CL2
Clerical Level	CL1
Tradesperson	T16
Tradesperson	T15
Tradesperson	T14
Tradesperson	T13
Tradesperson	T12
Tradesperson	T11
Tradesperson	T10
Semi-skilled tradesperson	T9
Semi-skilled tradesperson	T8
Semi-skilled tradesperson	T7
Handyperson/Labourer	T6
Handyperson/Labourer	T5
Handyperson/Labourer	T4
Handyperson/Labourer	T3
Handyperson/Labourer	T2
Handyperson/Labourer	T1
Cleaner	C1
Apprentice	A4
Apprentice	A3
Apprentice	A2
Apprentice	A1