



Royal Patron, HRH The Prince of Wales, Duke of Cornwall
President, Lord Lieutenant of Cornwall, Colonel E T Bolitho OBE
Chairman, Lt Col Richard Trant

Pay Policy Dated: May 2021

1) Introduction

In adopting this pay policy the aim is to:

- Support recruitment and retention and reward employees appropriately; and
- Ensure accountability, transparency, objectivity and equality of opportunity

Pay decisions are made by the CEO and Finance Committee as per the Scheme of Delegation. The Finance Committee shall be responsible for the establishment and review of the pay policy, subject to the approval of the Council of Management.

The Finance Committee will ensure that each employee's salary is reviewed annually and that each employee is notified of the outcome within four weeks. Any changes shall be notified in writing. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

The CEO will determine the pay range for a vacancy prior to advertising it and advise the Finance Committee accordingly. On appointment the starting salary to be offered to the successful candidate will be within that range.

2) Employee Code of Conduct

As part of the normal employment contract the CHT expects a number of things from its employees:

- i. Good timekeeping (including punctuality and attendance)
- ii. High standards of work (including quantity and quality)
- iii. Honesty and appropriate conduct at all times
- iv. Compliance with reasonable orders, instructions, and requirements of the Trustees
- v. Smoking is not permitted within the workplace and staff may only smoke outside in designated areas during breaks. The consumption of alcoholic drinks during working hours is strictly

forbidden, as is the taking of drugs other than those prescribed or taken for a medical condition.

- vi. Employees have a duty to notify the Trust if at any time they are arrested, charged with or summonsed for or convicted of a criminal offence of any nature and truthfully and fully answer any questions the Trust may have so that the CHT can take a view as to whether this has a bearing on their employment in the post.

3) Remuneration

Staff will be paid at monthly intervals on the 27th day of each month at the rate per hour previously agreed (Refer to contract of employment).

4) Working Additional Hours

Authorised additional hours for the pay period in question will be paid at the rate per hour previously agreed (Refer to contract of employment).

5) Authority to Deduct

As a term of their employment the Trust has the right to make deductions from a staff member's salary where employment ceases and they have taken more annual leave than their pro-rata entitlement.

6) Holidays

Annual entitlement of 33 days paid annual leave, pro rata, to include public holidays, commencing 1 April to 31 March.

- i. Staff are required to retain a sufficient number of holidays from their annual entitlement to cover the CHT Christmas shut down period. Staff will be notified by the CHT each year regarding the number of days holiday they are required to retain for this purpose.
- ii. Holidays must be taken at a time convenient to the CHT and sufficient notice of intention to take a holiday must be given to the CHT.
- iii. No more than 2 working weeks holiday to be taken at any one time unless permission is given by the CHT.
- iv. Subject to approval by the CHT up to 5 days outstanding holiday entitlement can be carried forward into the next year.
- v. Staff will be entitled to be paid in respect of holidays accrued but not taken at the date of termination of employment.

7) Sickness Absence

- i. If absent from work on account of sickness or injury, the CHT should be informed of the reason for absence as soon as possible but no later than the working day on which absence first occurs.
- ii. In respect of absence lasting 7 or fewer consecutive calendar days no medical certificate is required unless specifically asked to do so. The CHT sickness absence form must be completed immediately on return to work after such absence.
- iii. In respect of absence lasting more than 7 consecutive calendar days a medical certificate must be provided on the 8th calendar day of absence, stating the reason for absence and thereafter

- provide a certificate each week to cover any subsequent period of absence.
- iv. The Trust reserves the right to ask a member of staff at any stage of absence to produce a medical certificate and/or to undergo a medical examination.
 - v. Normal basic remuneration will be paid less the amount of any statutory sick pay or social security sickness benefit to which a staff member may be entitled for 3 months in total in any one year which runs from 1st April to 31st March the following year. Any period of absence which exceeds 3 months in total in one year will be paid statutory sick pay thereafter.
 - vi. Entitlement to payment is subject to notification of absence and production of a medical certificate as required above.
 - vii. The CHT operates the statutory sick pay scheme and staff are required to co-operate in the maintenance of necessary records. For the purpose of calculating their entitlement of statutory sick pay "qualifying days" are those days on which they are normally required to work. Payments made to staff by the CHT under its sick pay provisions in satisfaction of any other contractual entitlement will go towards the CHT liability to make a payment to the member of staff under the Statutory Sick Pay scheme.

8) Pension

The CHT offers a workplace pension with NEST and details of this are provided to each eligible member of staff. The CHT undertakes to pay the minimum contribution as set out by Government guidelines.

9) Business Travel

The normal duties of a role may involve travel on a regular or occasional basis. Where using their own vehicle staff must have an appropriate vehicle licence and a valid certificate of insurance for business use and a policy of insurance against third party risks. Mileage can be claimed at the rate set by CHT, (currently 40p per mile).

10) Notice of Termination of Employment

Staff members are obliged to give the Trust one month's notice to terminate their employment.

The length of notice to which a staff member is entitled to receive from the Trust to terminate their employment is one month until they have been continuously employed for 2 years and thereafter entitlement increases by 1 week for each year of continuous employment until they have completed 12 years of continuous employment after which time they will be entitled to 12 weeks' notice.

11) Adoption, Paternity and Maternity

The CHT operates the statutory schemes.

12) Discipline and Capability Procedure

The CHT has a Disciplinary and Capability Procedure to deal with issues relating to an employee's unsatisfactory conduct or performance. The disciplinary rules applicable to staff are outlined in the Code of Conduct above. If a member of staff is dissatisfied with any disciplinary decision taken in relation to them, they should refer to the Disciplinary and Capability Procedure.

13) Grievance Procedure

If a member of staff has a grievance regarding their employment they should in the first instance speak to the CEO. If the grievance is then not resolved to their satisfaction they should refer to the Grievance Procedure.

14) Suspension

The CHT reserves the right to suspend a staff member's contract of employment for good or urgent cause, normally as a precautionary measure pending outcome of disciplinary inquiries or pending decisions which may affect their continued employment. The CHT reserves the right to suspend with less than full pay.

15) Data Protection Act

As part of the terms and conditions of employment CHT is given permission to collect, retain and process information about members of staff. This information may be sensitive personal data such as age, sex, ethnic origin, health and sickness absence records. This information will only be processed for legitimate reasons so that CHT can monitor their compliance with the law and manage effectively.

The information held on all employees is subject to the Data Protection Act (1998). In the event that personal details change eg change of address or contact telephone number CHT must be informed.

Policy written by:	Cathy Woolcock
Approved by:	Council of Management
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Review date:	May 2023
Based on:	Contract of employment