



Dunbritton Housing Association Limited

Name of Policy	Principal Officer Remuneration
Responsible Officer	Corporate Services Manager
Date approved by Board	May 2021
Date of next Review	May 2024
Section	Governance
Reference	POR

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1. Introduction

This policy confirms Dunbritton Housing Association'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.

2. Collective bargaining framework

Dunbritton Housing Association 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 Dunbritton Housing Association) 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 email/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 longstanding 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 out with 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 may also be available to help too.

3. Applying these arrangements within Dunbritton Housing Association

In the first instance all matters concerning principal officer remuneration will be considered by our Staffing Sub-Committee.

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.

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 with 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.

Dunbritton Housing Association has placed our principal officer post within suitable territory on the EVH scales following an assessment by EVH itself.

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 be within the spirit of the Association's Entitlement Payments and Benefits Policy.
- The availability of advice 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 Staffing sub-committee.

4. Conflicts of Interest

The Staffing 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.

5. Disputes

In the first instance any disputes over the principal officer remuneration and benefit package will be referred to the Staffing Sub-committee. This person/body can call upon EVH for independent advice at any time.

Additionally, EVH also offers a free, principal officer salary assessment service to its members and this should be carried out every 3-5 years or where there is a significant change in business activity/size.

6. Equality and Diversity

6.1 As a service provider and employer we recognise the requirements of the Equality Act 2010, oppose any form of discrimination, and will treat all customers,

internal and external, with dignity and respect. We recognise diversity and will ensure that all of our actions ensure accessibility and reduce barriers to employment and the services we provide.

7. Review

We will review this policy on a three-yearly basis.