

## **Jo's Cervical Cancer Trust's policy on executive remuneration**

At Jo's Cervical Cancer Trust we strongly believe that professionalism does not conflict with the values that lie at the heart of what we want to achieve. Being well managed, having the best staff and the right values go hand in hand. We believe, and what we have also seen from our many other voluntary sector partners is that employing engaged, expert, committed and professional colleagues can create remarkable and vital benefits for those that we are serving.

We are a small employer with limited resources, and it is therefore essential we use the funds we have available for remuneration effectively. What we also consider is the need to retain valued and expert colleagues. The process of recruiting new staff can cost much time and money, can distract from the focus of achieving our goals and aspirations, whilst staff turnover can negatively impact on the key work we undertake.

Additionally, recruiting staff can be disruptive, especially as many of our staff have detailed knowledge that is unique to them in the organisation and could not be quickly replaced. There is also a balance to be struck as we recognise that we are a small organisation and accept that some staff will leave when they inevitably out-grow us.

### **How we set our pay**

When setting and reviewing pay, we aim to follow the five principles of good pay set out in ACEVO's Good Pay Guide: transparency, proportionality, performance, recruitment and retention, and process.

The charity has a Remuneration Committee that comprises the charity's treasurer, deputy chair and chair, who also chairs the committee. The remuneration committee recommends to the board the adoption of the broad salary policy, pay structure and changes to terms and conditions for the organisation.

Jo's Cervical Cancer Trust's board of trustees is responsible for approving the chief executive's remuneration, along with members of the senior management team. Recommendations for any pay increase are first made by the Remuneration Committee, taking account of the skills and experience required and benchmarking against voluntary sector salaries based on the size of our organisation and the scale and scope for each specific role.

Salaries for all other staff are recommended by the senior management team and again based on where the role is based e.g. London or outside, using comparisons with charities of our size and taking into account factors including inflation and our own financial position. Salaries are openly stated in job adverts. Any cross-organisational cost of living pay increases are approved by the charity's Remuneration Committee.

### **Pay equality and Living Wage**

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.

As the UK's lead cervical cancer charity we are ambitious and determined to attain the goals set out in our mission and vision and want to recruit high-calibre people to help us achieve this. We also believe in rewarding staff fairly for the jobs that they do and in fostering a positive working environment. We believe our salaries and our terms and conditions reflect this. We don't apply any form of performance-related pay, nor do we have a bonus scheme.

Each year the chief executive and heads of participate in performance appraisal, as part of the same feedback and appraisal scheme operated for all the charity's staff. As of 2020 detailed feedback on the chief executive will be sought from board members, colleagues and external contacts.