



"Offering our community more than a home"

Senior Officer Remuneration Policy

SMT Review date:	October 2026
Previous Approval:	June 2019
Management Committee submission:	October 2026
Next Review date:	October 2029 (or when new guidance received)

CHA Objectives:

- To ensure that our resources are adequate to deliver our objectives by investing in our people, increasing digitalisation, demonstrating value for money and through robust procurement practices.
- To manage the houses provided, in a professional and cost-effective manner, for the benefit of our local community and the environment.
- To promote social inclusion by applying principles of equality and diversity to everything we do.

Regulatory Standards:

- The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.
- The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these objectives.
- The RSL manages its resources to ensure its financial well-being and economic effectiveness.
- The RSL conducts its affairs with honesty and integrity.
- The governing body and senior officers have the skills and knowledge they need to be effective.

If you have difficulty with reading this policy, including any difficulties with sight or hearing, or if you require this document translated into another language, please contact us and we will be happy to provide this information in a format that suits your needs.

Introduction

This policy sets out Clydebank Housing Association's approach to reviewing and agreeing the remuneration for the senior officer (e.g. Chief Executive) of the organisation. It sets out the principles and process for determining the remuneration of the senior officer to ensure fairness, transparency, and alignment with the organisation's mission, values, and legal obligations.

The policy aims to:

- Ensure that the remuneration package remains sufficient to attract and retain a competent and experienced senior officer.
- Sets out the frequency & process that is required to agree the remuneration package.
- Identify the method through which any disputes on senior officer remuneration are to be channelled.
- Identifies the process in place to achieve good governance in relation to senior officer remuneration.

Collective Bargaining Framework

Clydebank Housing Association is a full member of EVH – Supporting Social Employers (EVH), an Employers' Association under the terms of the Trade Union and Labour Relations (Consolidated) Act 1992 and registered with the Certification Officer.

EVH also operates a fully constituted collective bargaining agreement in conjunction with UNITE the union and, as a full member of EVH, we participate in this arrangement.

The EVH/UNITE system provides a jointly agreed common set of salaries, along with a set of Terms and Conditions of Employment. These documents are for all employees, including the senior officer, 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
- Prescribed Spectacles Allowance
- Retiral/Long Service Contribution to leaving gift

The Terms and Conditions of Employment also cover a range of areas including working hours, holidays, occasional overtime payments 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.

The Terms and Conditions of Employment will be supported by local policies to provide further information on various sections.

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.

Benefits out with collective bargaining

The following benefits sit out with the scope of the EVH/Unite centrally agreed arrangements:

- Pensions
- Expenses (other than listed above)
- Simply Health cash plan

All benefits in the list above will be managed in line with the following principles and standards:

- The principal officer will be treated no more favourably than other employees
- Decisions taken in relation to these benefits will be in line with regulatory guidance
- Appropriate advice will be sought where necessary

Where the introduction of new benefits or amendment to existing benefits for the senior officer are being considered this will be subject to formal approval of the Governing Body by recommendation from the staffing sub or appropriate committee.

Components of Remuneration

The salary of the senior officer will be made up of the following components:

- **Base Salary** – Fixed annual amount.
- **Allowances** – Where approved as necessary e.g. essential car allowance
- **Benefits** – Only where necessary and proportionate e.g. pension contributions

Applying these arrangements

The principal officer remuneration will be considered by our Staffing Sub Committee or equivalent where appropriate.

The following points will be adhered to:

- The subcommittee will have at least three members present.
- The subcommittee will review the Senior Officer's salary and make a recommendation to the Management Committee.
- The factors below will inform deliberations:
 - Has there been any significant changes in responsibilities in the last year
 - Has there been any significant changes in the organisation in the last year
 - Are there any significant changes planned in the coming year
 - When was a formal job evaluation for the position last carried out

Salary placement and progression

The EVH Grading Guidelines set out common pay spines for posts at all levels, with principal officer posts being placed on a three point spinal spread on Grade 10.

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.

Clydebank Housing Association has placed the salary for the senior officer on an appropriate 3 point spread on grade 10 following a job evaluation by EVH during the recruitment process.

Conflicts of Interest

The governing body retains the option of considering all matters concerning terms of conditions of employment for all staff (including the senior officer) in private should it so wish. In particular the senior officer will not be present while discussions take place regarding decisions which affect them.

Governing body members must declare any conflicts and recuse themselves if necessary.

Disputes

In the first instance any disputes over the senior officer remuneration and benefit package will be referred to the Staffing Subcommittee or other appropriate subcommittee. EVH can provide independent advice on this matter.

Where disputes are not informally resolved, the senior officer can raise this formally through the Grievance Procedure.

Recruitment of the senior officer

Where the position of senior officer is vacant, a review of the remuneration for the post will be undertaken prior to the post being advertised.

Pay Equality

Any Organisation will ensure that any decisions made in relation to senior officer remuneration are aligned with the Equality, Diversity and Inclusion policy.

General Data Protection Regulations

The organisation will treat your personal data in line with our obligations under the current data protection regulations and our own policies. Information regarding how your data will be used and the basis for processing your data is provided in CHA's employee privacy notice.

Equality and Human Rights

We will not discriminate on the grounds of Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, and Sexual Orientation. An Equality Impact Assessment has been carried out and none of these protected groups will be unduly affected by this Policy. The Policy applies to all.

The Association will provide equality of opportunity and fair treatment for all, ensuring that no individual or group is treated less favourably than anyone else. We work closely with community stakeholders, to provide assurance that we are achieving these aims.

The Association will meet, and where appropriate exceed our obligations under the Equality Act 2010, including the general equality duty in the Act, to ensure we do not discriminate against, harass or victimise a person because they have one or more of the nine protected characteristics described in the Act.

An Equality Impact Assessment has been carried out as part of the review of this policy, in order to assess where the aims of this policy may have a positive, negative or neutral impact upon any of the nine Protected Characteristics set out in the Equality Act 2010.

Review of Policy

This policy and the procedures contained within it will be regularly reviewed and updated where required.

For Office Use Only – Actions required/completed

Customer/Staff Consultation Required/Arranged	No
Intranet Update	Yes
F Drive Update	Yes
Website Update	No
Leaflet change required?	No
Newsletter Promotion?	No
Other information updated, e.g. posters, automatic email responses, post cards, answering machine messages, etc.	No
Equality Impact Assessment completed and attached	Yes