

# WALCOT FOUNDATION

## Walcot Foundation Staff Recruitment and Salary Policies

### **Staff Recruitment Policy**

Walcot Foundation needs to have the right mix of skills, experience and capabilities to meet our aims and objectives, and our recruitment process and activities supports this. All applicants are treated fairly regardless of age, gender, race, disability, sexual orientation and religion or belief. This policy applies to the recruitment of all employees into the Foundation. Employees are defined as those individuals who have a Contract of Employment (Employment Agreement) and conditions of employment regulated by the Trusts employment policies and procedures.

The purpose of the Foundation's approach to recruitment and selection is to provide the organisation with suitably qualified, experienced, and competent people to meet the needs of the organisation in the most efficient and cost-effective way. The Trust will take active efforts to recruit individuals from the communities we serve.

The Trust is committed to the development of its employees and actively encourages career development, learning and progression.

All recruitment activity is compliant with the prevailing legislative requirements and relevant codes of practice and the statutory responsibilities on employers to comply with the UK Border Agency and Immigration Regulations.

### **Staff Salary Policy**

All staff posts (with the exception of the Director) are graded in salary band using Spinal Column Point (SCP), using the Inner London rates published by the NJC. Subject to a positive appraisal and the recommendation of a staff member's manager, staff are eligible to move one point up the scale, within the range for the staff post, from the payday following the first anniversary and subsequent anniversaries of the staff member taking up the post. Also, in general, salaries will increase in line with Local Government salary increases that are agreed annually. The Director's salary is agreed and set separately by the Board.