

THE LONDON CLINIC PAY POLICY 2021

STATEMENT AND PURPOSE

The London Clinic is committed to paying fairly and in line with the recruitment market to ensure the competitiveness of salaries in order to retain and attract talent. The purpose of The London Clinic's Pay Policy is to ensure transparency and accountability with regard to setting rates of pay.

OBJECTIVES *The Policy:*

- Provides a commitment to equal pay for equal work
- Demonstrates the way in which The London Clinic applies equal pay for equal work through the use of salary grades, bands and rates for the job
- Demonstrates the commitment of The London Clinic to closing gender and ethnicity pay gaps
- Identifies the way in which salaries for employees are monitored and reviewed
- Identifies the way in which salaries for new hires are determined.



PAY EQUALITY

The London Clinic maintains a principle of equal pay for equal work. This means that roles are assessed against comparators within the organisation to ensure that similar work is remunerated at the same level.

In order to assess the roles being undertaken, we will use a variety of assessments, including:

- The skills, knowledge and training required for the role
- The market salaries of the roles being carried out
- The impact of the role on the organisation
- The expectations and freedom to make decisions within the role
- The scale of the thinking challenge within the role.

MANAGING PAY

PAY GRADING

Within clinical roles, the policy of The London Clinic is to position the role being performed within either a pay grade (D to I) or a pay band (3 to 8). Our ambition is to transfer all pay graded roles into pay banded roles which mirror the NHS structure.

For non-clinical roles in Hotel and Customer Services, we operate “Rate for the Job” structures to ensure that employees receive the same pay for the same roles being performed across the organisation.

There is no formal system of grading roles for office-based employees, however the principle of similar pay for similar roles applies across departments. This is guided by Human Resources through internal and external benchmarking.



GENDER PAY AND ETHNICITY PAY GAP

The London Clinic complies with legislative requirements to report on the Gender Pay Gap and to create annual objectives to reduce the pay gap. As part of the commitment to being an Inclusive Employer, The London Clinic also voluntarily produces an Ethnicity Pay Gap report and commits to similar actions to address identified pay gaps. The London Clinic will communicate both of these reports internally and prominently on its public website.



HISTORICAL PAY ANOMALIES

Some employees may be in pay structures in which they are paid at a higher rate than peers within the same work groups because of historical pay inflation. Where this is as a result of a historical restructure, The London Clinic's policy is to permit this pay differential to continue.

The policy of The London Clinic for new restructures where a pay differential may exist is to tolerate the pay difference if it does not exceed 10% of the maximum salary for the role. If the salary is in excess of this amount, a consultation with the employee will take place to bring the salary into the range over a period of time. Techniques such as red circling or a periodic step down of the role may be used to bring the salary to within 10% of the maximum for the role.

COST OF LIVING REVIEWS

The London Clinic reviews the national cost of living change using CPI each year and assesses the impact and affordability of applying this to all salaries. There is no guarantee of a cost of living increase to salaries each year.

Cost of Living Increases will only be applied to employees who are in date for their compliance with their Statutory and Mandatory Training requirements. Salary Grades and Bands will increase in line with any cost of living increase.

Salaries with pay rates which are lower than the voluntary London Living Wage will receive at least the same rate awarded to all other employees, however the annual aspiration is to improve the award rate to close the gap with the voluntary London Living Wage.



PERSONAL REVIEWS

For some roles, notably within nursing, clinical and Customer Services, progression within the grade or salary range is achieved through:

- Acquisition of knowledge
- Experience
- Performance



For roles which pay a rate for the job in Hotel Services, there is not normally an individual pay progression.

For office roles it is the responsibility of the line manager to ensure that salaries are fair and regularly reviewed for the roles that are being performed. A salary review, performed in conjunction with the relevant HR Business partner should encompass:

- Changes in the scope of the role
- External market benchmarking
- Internal comparator role reviews
- Performance within the role being performed

BONUS ARRANGEMENTS

As a charity, The London Clinic does not have a charity wide bonus scheme. A small number of bonus schemes are in operation for roles where the recruitment marketplace would normally operate similar schemes, notable the Executive Board and commercial management.

Bonus scheme arrangements are always non-contractual and subject to annual review of suitability with oversight at the Nomination and Remuneration Committee.

Bonus schemes may only be introduced with the support of the CEO and by their nature must not be a material part of an individual's remuneration.

Through the governance of the Nomination and Remuneration Committee, The Trustees of The London Clinic are accountable for ensuring that any bonus scheme arrangements are affordable in the context of the Charity's financial plans and results.



CONTRACTUAL BENEFITS

As a healthcare provider, The London Clinic provides private medical cover for its employees. The London Clinic provides an enhanced pension arrangement for its employees where contributions are matched from 4% to 10% contributions.

4-10%
PENSION
CONTRIBUTIONS



A separate Family Friendly Policy is in place which covers maternity, paternity and adoption leave. The London Clinic offers 12 weeks of full and 12 weeks of half pay for maternity/adoption pay and 4 weeks of paternity/new parent pay is available.

12 WEEKS FULL
MATERNITY PAY



12 WEEKS FULL
ADOPTION PAY

+ 4 WEEKS PATERNITY/NEW PARENT PAY

All employees are covered for life assurance with new entrants covered at 4 times their annual salary. Some longer serving employees may have different rates for historical reasons.



In addition to all of the above, the Executive Board is insured for Critical Illness and is able to receive an allowance in lieu of pension contributions on a cost neutral basis.