DISS SURVEYORS' ALLOTMENT CHARITY
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Paying Staff Policy

1. Purpose

The purpose of this policy is to provide a framework for the employment and remuneration of staff by Diss Surveyors' Allotment Charity ("the Charity").

2. Scope

This policy applies to any individual employed directly by the Charity.

At the date of adoption, the Charity does not employ any staff. Administrative support is provided by Diss Town Council officers on behalf of the Charity.

3. Principles

Should the Charity decide to employ staff in the future, Trustees shall ensure that:

- Employment supports the Charity's objectives.
- Staffing arrangements are financially sustainable.
- Recruitment is undertaken fairly and openly.
- Employment practices comply with applicable legislation.
- Public funds and charitable assets are used responsibly.

4. Recruitment

Any decision to create and recruit to a paid position shall be approved by the Trustees.

Recruitment shall be undertaken on merit and in accordance with equal opportunities principles.

Appropriate records of recruitment decisions shall be maintained.

5. Pay and Conditions

Any employee appointed by the Charity shall:

- Receive a written statement of employment particulars or contract of employment.
- Be paid through an appropriate payroll system.
- Receive statutory employment rights and entitlements.
- Be subject to appropriate supervision and management arrangements.

6. Trustee Payments

Trustees shall not receive payment for acting as Trustees unless specifically authorised by the Charity's governing document, applicable legislation or another lawful authority.

Any actual or potential conflict of interest relating to payments shall be managed in accordance with the Charity's Conflicts of Interest Policy.

7. Review of Staffing Arrangements

If the Charity begins employing staff, the Trustees shall review this policy and expand it as necessary to reflect the scale and nature of employment arrangements.

8. Monitoring and Review

This policy shall be reviewed every four years, or earlier if required by changes in legislation, guidance or the Charity's operations.