

POLICY

Kingswood Sports CIO Paying Staff Policy

Policy Number	KS-PS-01
Effective Date	September 2026
Review Date	September 2027
Approved by	Board of Trustees
Version	1.0

1. Purpose

This policy outlines the principles and procedures for staff remuneration at Kingswood Sports CIO. It aims to ensure fair, transparent, and legally compliant payment practices that align with the Charity's objectives and financial capabilities.

2. Scope

This policy applies to all employees of Kingswood Sports CIO, including full-time, part-time, temporary, and contract staff.

3. Definitions

Remuneration: All forms of payment or compensation provided to employees, including salaries, wages, bonuses, and benefits.

Benchmarking: Comparing the Charity's pay rates with similar organisations to ensure competitiveness and fairness.

4. Policy Statement

- Kingswood Sports CIO is committed to paying staff fairly and equitably.
- Remuneration will be based on fairness, transparency, and sustainability principles.
- Pay rates will be regularly reviewed to ensure alignment with the market and the Charity's financial position.

5. Responsibilities

Board of Trustees:

- Approve the overall remuneration strategy and budget.
- Review and approve the remuneration of senior management.

Human Resources (HR) Department:

- Implement and manage the remuneration policy.
- Conduct regular benchmarking and salary reviews.
- Ensure compliance with all relevant employment laws and regulations.

Line Managers:

- Communicate the remuneration policy to their teams.
- Ensure that this policy carries out salary reviews and adjustments.

6. Determining Pay Levels

Benchmarking:

- Regular benchmarking should be conducted against similar organisations in the charity sector.
- Use reliable data sources to inform pay levels and adjustments.

Job Evaluation:

- Assess roles based on responsibilities, skills, and experience required.
- Ensure that similar roles are paid equitably across the organisation.

Pay Structure:

- Establish clear pay bands or grades for different roles.
- Ensure transparency in how pay levels are determined and communicated to staff.

7. Salary Reviews

Annual Reviews:

- Conduct annual salary reviews considering performance, market conditions, and the Charity's financial position.
- Adjust salaries based on the outcome of the review process.

Performance-Based Adjustments:

- Link salary adjustments to individual performance, ensuring that performance appraisals are fair and objective.

Cost of Living Adjustments:

- Consider cost of living increases as part of the annual salary review process.

8. Payment Procedures

Payroll Process:

- Ensure timely and accurate payment of salaries and wages.
- Use secure and efficient payroll systems to process payments.

Deductions:

- In accordance with legal requirements, make all necessary deductions, including taxes, National Insurance contributions, and pension contributions.

Salary Advances:

- Consider salary advance requests case-by-case, ensuring that any advances are reasonable and justified.

9. Benefits and Bonuses

Benefits:

- Offer a range of benefits to support employee well-being, including pension schemes, health insurance, and paid leave.

Bonuses:

- Consider discretionary bonuses based on the Charity's performance and individual contributions, subject to the availability of funds.

10. Compliance and Monitoring

Legal Compliance:

- Ensure compliance with all relevant employment laws and regulations.
- Regularly review and update the policy to reflect legislation and best practice changes.

Monitoring:

- Regularly monitor pay practices to ensure they are fair and consistent.
- Address any disparities or concerns promptly and transparently.

11. Reporting and Accountability

Transparency:

- Maintain transparency in pay practices and decisions.
- Communicate the principles and details of the remuneration policy to all staff.

Accountability:

- Hold managers and HR accountable for implementing the policy fairly and consistently.

12. Review and Amendments

- This policy will be reviewed annually by the Board of Trustees.
- Amendments will be made as necessary to ensure continued relevance and effectiveness.

13. Contact Information

For any queries regarding this policy, please contact:

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Chair of the Board of Trustees:

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Approved by:

Mike Corlyon
Chair of the Board of Trustees
Kingswood Sports CIO

This policy ensures that Kingswood Sports CIO pays its staff relatively, transparently, and in compliance with all relevant laws and best practices, supporting the Charity's mission and sustainability.