

St Luke & St John Ecclesiastical Charity
St Luke's Church Hall - Cheltenham

Policy on Paying Staff

The Hon Treasurer, a Trustee, is responsible for paying monthly all staff employed by the Charity. Payment is made by bank transfer after deduction of income tax, where appropriate. The process is managed using the HMRC system "Basic PAYE Tools". Data is uploaded monthly to HMRC systems. Staff are sent monthly payslips by email in advance of the monthly payday, also annual P60 End of Year Certificates.

The Charity provides a workplace pension scheme. No member of staff currently meets the criteria for enrolment. Re-enrolment and re-declaration to the Pensions Regulator is required every three years.

Staff work part time to an agreed number of hours per month under a general principle that their hours are considered to be annualised, to allow for variations in the level of duties required.

Annual leave allowances have not been formalised. Leave is agreed by arrangement.

Pay is determined by the Trustees as an hourly rate. The basic rate is tied to the Living Wage as set out by the [Living Wage Foundation](#), which is normally updated annually in the first week of November.