

BDEF CIO (Bristol Disability Equality Forum)

Agreed by Board: March 2026

Signed: Trustee Board

To be reviewed: March 2027



BDEF CIO (Bristol Disability Equality Forum) Pay Policy

Contents

1. Principles
2. Setting Pay Levels
3. Annual Reviews
4. Inflation Increase
5. Starting Pay
6. Monthly Pay Arrangement
7. Secondments / Acting up
8. Sessional Staff
9. Final Payments
10. Data Protection
11. Responsibility and Monitoring

Appendix 1: Pay Bands

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1. Principles

1a. It is essential that BDEF attracts and keeps people with the right qualifications and skills, as well as talent and experience. It is also important that our Pay Policy supports the organisation to do this, and that the pay package we offer is benchmarked against similar roles in other organisations.

1b. It is also essential that our workforce reflects the diversity of the area in terms of all protected characteristics under the Equality Act 2010, whilst ensuring that all staff are Disabled people. We need to always consider whether any pay levels may inadvertently deter people from different backgrounds from applying.

1c. BDEF is committed to equal pay for all its employees and to removing any bias in its pay systems related to the Equality Act protected characteristics. Equality applies to all contractual terms and conditions as well as pay.

1d. Although not required by law, BDEF will consider annually whether there are any pay gaps relating to protected characteristics through a paper to the Trustees, who will then propose actions to the Board to address them. In order to do this, BDEF will encourage all staff to complete and keep up to date their Equality Monitoring information.

1e. BDEF is committed to paying the Real Living Wage (£13.45 per hour) to all its employees unless they are on specific schemes such as apprenticeships, interns or Kickstart.

1f. Any apprentices will be paid at the Apprentice Rate in their first year and thereafter whatever the figure is for their age in accordance with the National Living Wage rates as set by the Living Wage Foundation.

1g. BDEF recognises that we should aim to minimise any barriers to Disabled people being successful in the recruitment process and taking up roles within the organisation. BDEF will support Disabled applicants and new employees to secure the 'reasonable adjustments' that are required to perform the role including financial and practical support from Access to Work.

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2. Setting Pay Levels

2a. For each new role, Job Descriptions and Person Specifications will be drawn up by the Director and agreed by the Trustees. A pay band will then be agreed by trustees, using local benchmarking.

2b. There will be an expectation of pay parity if there are similar roles in different parts of the organisation.

2c. The Trustees will agree a set of pay-bands which may contain more than one scale and all of which have incremental points. Jobs will be placed on a scale before being advertised. (See Appendix 1)

2d. If any job holder feels their role has changed and they are doing more complex work than is described in their Job Description, at their annual appraisal, they should raise the issue and ask the Director to rewrite their Job Description. Director would then ask the trustees to reconsider whether it is on the right scale. If the Director feels their role has changed, they should make the same request of the Chair.

2e. There will be an appeal process if anyone is not happy with the grading of their role. This will consist of two trustees (preferably who were not involved in the initial decision) and the Director. The staff member will be invited to attend the appeal and to submit paperwork explaining their concern.

3. Annual reviews

3a. At the organisation's discretion and subject to satisfactory performance, each year all employees will go up on to the next incremental point within their pay band on 1st April. This will continue annually until they reach the top of the band, where they will then stay unless their Job Description is put forward for re-evaluation.

3b. New staff will not be eligible to go up an incremental point on the pay scale until they have been with the organisation for at least a full year and have successfully completed their probation. All staff will be eligible for any

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cost-of-living increase agreed by the Trustees. This will be 3% for the year 2025-2026 but will be reviewed every year. There may need to be some years that consider no inflation rise due to the charity's available funds.

3c. When a job is advertised or when a new role is created, the Job Description will be reviewed and there will be a check that it is still on the correct scale. Any changes or new salary levels must be approved by the trustees.

4. Inflation Increase

The Board of Trustees will agree whether there is a cost-of-living increase for staff each year as part of the annual budget setting process. The amount of the increase will be agreed by the Finance Sub Committee prior to the Board, taking into account general national inflation rates and also the finances available in the organisation, as well as nationally negotiated public pay reviews.

5. Starting Pay

New appointees would normally start at the lowest point of their pay scale. If an applicant wants to negotiate a higher starting point, this will be the decision of the Director, based on objective criteria such as experience, skills, and the job market. They would still have to be placed on an incremental point in that pay scale.

6. Monthly Pay Arrangements

Staff will be paid monthly in arrears by bank transfer to their nominated bank account on 26th day of each month, or the nearest business day, unless informed otherwise. If these details change staff should notify the Director as soon as possible, so any payments continue to go through smoothly. Staff will be given an itemised payslip each month detailing the payments and deductions. Any queries staff have on their pay and/or income tax should first be discussed with their line manager.

7. Secondments/Acting up

Where it is agreed that a staff member takes on a higher graded role on a temporary basis (e.g. to cover sickness or a secondment), the individual's pay may be reflected in line with the pay grade the seconded role is at.

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Acting up, would not generally last more than 12 months. Where acting up positions are made permanent, pay will generally continue at the rate being paid when the acting up ended.

8. Sessional Staff

An equivalent job evaluation process will be undertaken for sessional / contractual roles which are paid at hourly rates. These will also be reviewed annually.

9. Final Payments

Where a member of staff leaves the organisation, final payments will generally be made in line with the next full payroll, provided all contractual terms have been complied with. Amounts due will include any holiday or other statutory payments.

10. Data protection

The organisation processes personal data as part of the payroll process in accordance with its Data Protection Policy. In particular, data collected during the payroll process is held securely and accessed by, and disclosed to, individuals only for the purposes of paying you in accordance with your employment contract. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's Data Protection Policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the organisation's Disciplinary procedure.

11. Responsibility and Monitoring

The Director is responsible for ensuring compliance with this Policy. Any proposed changes to the Policy will be taken to the trustees for consideration, and they would usually review this Policy annually.

Any pay award made in exception to this policy must be taken to the trustees with the rationale.

This policy and procedure should be reviewed every year prior to the budget setting process, subject to the need for any interim adjustments or legislative changes.

Appendix 1: BDEF Pay Bands

			+ 3% CofL (2025)	+ 3% CofL (2026)		
Director	£44719	<i>Pt 27</i>	£46,061	£ 47,442.39		
	£43855	<i>Pt 26</i>	£45,171	£ 46,525.77		
	£42979	<i>Pt 25</i>	£44,268	£ 45,596.42		
	£42103	<i>Pt 24</i>	£43,366	£ 44,667.07		
	£41277	<i>Pt 23</i>	£42,515	£ 43,790.77		
	£40468	<i>Pt 22</i>	£41,682	£ 42,932.50		
Managers	£39674	<i>Pt 21</i>	£40,864	£ 42,090.15		
	£38897	<i>Pt 20</i>	£40,064	£ 41,265.83		
	£38134	<i>Pt 19</i>	£39,278	£ 40,456.36		
Specialist Trainers/ Workers Advisors/ Senior	£37386	<i>Pt 18</i>	£38,508	£ 39,662.81		
	£36474	<i>Pt 17</i>	£37,568	£ 38,695.27		
	£35585	<i>Pt 16</i>	£36,653	£ 37,752.13		
	£34717	<i>Pt 15</i>	£35,759	£ 36,831.27		
	£33870	<i>Pt 14</i>	£34,886	£ 35,932.68		

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	£33044	<i>Pt 13</i>	£34,035	£ 35,056.38		
Coordinators, Project Workers and Senior Administrators	£32238	<i>Pt 12</i>	£33,205	£ 34,201.29		
	£31452	<i>Pt 11</i>	£32,396	£ 33,367.43		
	£30685	<i>Pt 10</i>	£31,606	£ 32,553.72		
	£29936	<i>Pt 9</i>	£30,834	£ 31,759.10		
	£29206	<i>Pt 8</i>	£30,082	£ 30,984.65		
	£28494	<i>Pt 7</i>	£29,349	£ 30,229.28		
Administrators / Support Workers	£27799	<i>Pt 6</i>	£28,633	£ 29,491.96		
	£27121	<i>Pt 5</i>	£27,935	£ 28,772.67		
	£26459	<i>Pt 4</i>	£27,253	£ 28,070.35		
	£25814	<i>Pt 3</i>	£26,588	£ 27,386.07		
	£25184	<i>Pt 2</i>	£25,940	£ 26,717.71		
	£24570	<i>Pt 1</i>	£25,307	£ 26,066.31		

To add: From 6 April 2026 the three-day waiting period and the lower earnings limit for Statutory Sick Pay (SSP) will be removed. Under the new system, employees on low wages who are unable to work due to sickness will **either** receive 80% of their normal weekly earnings **or** the current rate of SSP (£118.75 from April 2025), whichever is lower.

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Separately, following recommendations from the Low Pay Commission, new minimum wage rates will be implemented from 6 April 2026:

- National Living Wage (aged 21+) will be £12.71 per hour (up from £12.21)
- National Minimum Wage (aged 18 – 20) will be £10.85 per hour (up from £10.00)
- National Minimum Wage (aged 16 -17 and apprentices) will be £8.00 per hour (up from £7.55)
- Statutory Maternity, Paternity, and Adoption Pay will increase to £194.32 per week (up from £187.18).

Record of Changes		
Date of Change	Change Made	Name of Person Making the Change
08.04.2025	Third column added to show salaries with agreed upon 3% cost of living rise.	Josh Richards (Admin) Megan Belcher (Director)
12.03.2026	Fourth column added to pay scales with 3% cost of living increase – to be confirmed at March 2026 trustee meeting.	BDEF Finance Subcommittee Megan Belcher (Director)
12.03.2026	Commitment to meeting the Real Living Wage (replacing national living	BDEF Finance Subcommittee

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	wage) in 'Principles' section – to be confirmed at March 2026 trustee meeting.	Megan Belcher (Director)
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