

### **Woldingham Parish Council need to address employee pay.**

1. We have two Parish Council employees, our Parish Clerk and our Planning Administrator.
2. As per our Pay Policy, each employee needs an annual pay review, which is subject to satisfactory performance. The new rate of pay is to be reviewed prior to and come in effect for the 1<sup>st</sup> of April.
3. If performance is satisfactory, under our Pay Policy we move the employee up a pay band on the National Joint Council for Local Government (NJC) pay scale, until the employee reaches the top band.
4. The NJC usually increases each band annually, but often late in the year, to be back dated to April. We have not yet had information on changes for the 2021-2022 year.

### **Background on pay scales**

National pay scales are set by the National Joint Council Local Government Services, known as NJC Pay scales. **NJC scales** are local government pay scales, which are extensively used in the voluntary sector. They are a result of negotiations between trade unions (Unite, Unison and GMB) and the Local Government Association.

The NJC pay scales are comprised of Spinal Column Points (SCPs). SCPs are a set of salary levels (detailed numerically). Together they make up the national pay spine, which is what the NJC negotiates on. These salary levels are used by employers to design their local pay grades or pay scales and there are many variations. Local pay spines may vary.

There are 68 SCPs, divided in to four broad Local Council levels (LC1-LC4), divided as follows: LC1 5-17, LC2 18-32, LC3 33-45, LC4 46-62.

### **WPC Staff Pay**

Parish Clerk Karen Newman is on SCP 30, £17.56 per hour.

Planning Administrator Terri Waghorn is on SCP 23, £14.42 per hour.

### **Recommendations:**

1. Effective 1 April 2021, Parish Clerk to be moved to SCP 31. This currently is banded at £18.05 per hour and represents a 2.8% increase (Note - there has been no inflationary increase announced this year by the NJC; SCPs could marginally increase should the NJC announce a late increase, as they often do.)
2. Effective 1 April 2021, Planning Administrator to be moved to SCP 24. This is currently at £14.90 per hour and represents a 3.3% increase, (Note - there has been no inflationary increase announced this year by the NJC; SCPs could marginally increase should the NJC announce a late increase, as they often do.)

### **Our Parish Clerk and our Planning Administrator**

Employment Notes:

- Current Parish Clerk, Karen Newman, employed since on 31 Jan 2003
- Current Planning Administrator, Terri Waghorn employed since 27 Jan 2014