

Woldingham Parish Council Pay Policy

February 2020

1. Introduction

1.1 **Woldingham Parish** Council actively promotes equal opportunities in employment and welcomes diversity within its workforce. The council is committed to ensuring a clear and fair pay policy for its staff members. This policy supports those principals in explaining how pay is calculated, reviewed and paid to staff.

2. Legislation

2.1 The relevant legislation concerning equal pay is found within the Equal Pay Act 1970, the Equal Pay (Amendment) Regulations 1983 and the Pensions Act 2011.

2.2 It is included in other United Kingdom legislation, European Community Law, the EU Directive on Fixed Term Work and resultant UK regulations (to be revised in future years). The legislation applies to all workers or employees regardless of full or part-time status, casual or temporary contract or length of service or any other consideration.

3. Pay scales

3.1 To comply with the legislation, the council will operate a transparent pay system, based on objective criteria and publish pay details of staff in line with the requirements of the Local Government Transparency Code 2015.

3.2 All staff members pay scales will be determined by their grading, which will align to the National Joint Council for Local Government Services (NJC) published pay scales.

3.3 Staff members will be appointed to either a defined salary scale point, or within a defined salary scale published for their role.

3.4 The starting salary on appointment will normally be at the lower end of the salary scale, subject to negotiation based on the appointee's level of relevant knowledge and experience, but should also be relative to the prevailing government salaries in the local area.

3.5 The Parish Council will adopt a salary scale within the SCP range.

3.6 One salary point will be added to a staff member's salary, up to a maximum of four points, for success in obtaining or already holding any of the following relevant qualifications:

- The Certificate in Local Council Administration (CiLCA)
- The Certificate of Higher Education in Community Engagement and Governance – Level 1 or equivalent qualification previously awarded by the University of Gloucestershire
- The Diploma in Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
- BA (Hons) degree in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire

4. Pay reviews

- 4.1 Each staff member will receive an annual appraisal, which will include a review of their salary.
- 4.2 Subject to satisfactory performance, staff members appointed within a scale will progress automatically through the salary scale by annual increments until they reach the maximum salary in the range.
- 4.3 Increments will be payable on the 1st April. The council may withhold an increment if it is considered that performance fell below the expected level following an annual appraisal, or award additional increments for exemplary performance.
- 4.4 Progression for staff members appointed on a single point salary will depend on their performance and will be subject to agreement by Woldingham Parish Council. Increments for staff members on a single point salary will be payable on a date to be agreed by the Woldingham Parish Council.

5. Salary payments

- 5.1 Staff members are paid in arrears, and receive payment by bank transfer on the 28th of each month, or if the 28th is a weekend or bank holiday, the previous working day.
- 5.2 In December, pay day will be moved forwards to the 21st of the month, or if the 21st is a weekend or bank holiday, the previous working day. In this instance, overtime claims up to and including the 21st of December will be paid.