



# Pay Policy

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Brantham Parish Council

<b>ADOPTION DATE:</b>	24 MAY 2023
<b>MINUTE NO.</b>	FC 11.24.08
<b>VERSION NO.</b>	2
<b>REVIEW DATE:</b>	November 2025

## **Introduction**

Brantham Parish Council believes that a fair, transparent and consistent pay policy which recognises and rewards staff is a key element to continuous organisational improvement.

The Council actively promotes equal opportunities in employment and welcomes diversity within the workforce and ensures equality for all employees and operates a transparent pay system compliant with the Equality Act 2010.

This policy sets out the framework for making decisions on employee pay. It will help to motivate an employee and provide the basis for sound financial and personnel planning and decrease the risk of grievance and discrimination.

## **Legislation**

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.

It is included in other United Kingdom legislation, European Community Law, the EU Directive on Fixed Term Work and resultant UK regulations. 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.

Terms and conditions of employment, except where specifically modified in the contract, are as set out in the National Agreement of National Joint Council for Local Government Services (NJC) which are contained in the Green Book.

## **Council's Commitment**

- To pay accurately and on a timely basis.
- To ensure a clear and fair pay policy is in place for its employees.
- To maintain a salary record for each employee, including holidays entitled to and taken, sick days entitled to and taken, overtime records and time sheets.
- To retain all payroll information in a secure facility to ensure the integrity of that information.
- To update employee payroll information in an accurate and timely manner.
- To keep HMRC log in details, pin and passwords in accordance with Financial Regulations<sup>1</sup>.
- To meet fully the statutory requirements placed on all employees by PAYE and National Insurance legislation<sup>2</sup>.

## **Procedure**

- Salary calculations will be provided by the SALC Payroll team to the Clerk (RFO) and submit payroll information to HMRC in Real Time Information (RTI).
- Employees will be provided with a detailed pay slip prior to the payment of their salary.
- Payroll related payments will be made by bank standing order.
- Payroll payments in each calendar month shall be reported and authorized at the monthly Finance Committee meeting and reported at the Full Council meeting<sup>3</sup>.
- Any payment to an employee in excess of their Terms and Conditions of Employment must be authorised in advance by the Council.
- P60's will be issued by 31 May.

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<sup>1</sup> Brantham PC Financial Regulations May 2019, 6.11

<sup>2</sup> Brantham PC Financial Regulations May 2019, 7.1

<sup>3</sup> Brantham PC Financial Regulations May 2019, 7.5

### **Clerk/RFO Pay scales**

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.

Clerk/RFO pay scales will be determined by their grading, which will align to the National Joint Council for Local Government Services (NJC) published pay scales.

The Clerk/RFO will be appointed to a defined salary scale point for their role.

The starting salary on appointment will normally be at the lower end of the pay scale, subject to negotiation based on the appointee's level of relevant knowledge and experience.

One salary point will be added to an employee'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 awarded by a recognized University
- The Diploma in Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by a recognized University
- BA (Hons) Degree in Community Engagement and Governance or equivalent qualification previously awarded by a recognized University

### **Litter Picker Pay scales**

Litter pickers will be paid at least the National Living Wage

The Council can increase the level of pay above the NLW at its discretion accounting for length of service and experience

Salary rates will be reviewed at the March or April Finance Committee meetings and approved by the full Parish Council.

### **Clerk/RFO Pay reviews**

The Clerk/RFO will receive an annual appraisal with their line manager (Parish Council Chair) in July or August, which will include a review of their salary.

The Assistant Clerk will receive an annual appraisal with their line manager (Parish Clerk) in July or August, which will include a review of their salary.

Recommendations on salary shall be presented to and considered at the Finance Committee meeting in August or September each year.

All decisions on pay and reward are recommended by the Finance Committee to Full Council for ratification.

### **Salary payments**

Payment will be made by bank standing order on the 1st of each month, or if the 1st is a weekend or bank holiday the next available working day.

**Additional hours**

Exceptional additional hours required to be worked, above the normal working week, must be approved in advance by the Council.

**Pensions**

The Council has a duty to automatically enrol eligible employees in a suitable pension scheme<sup>4</sup>.

**Holiday**

The leave year runs from 1 April to 31 March.

Holidays must be taken at times agreed with the Council and requests submitted in writing to the Line Manager (Chair of the Parish Council).

By mutual agreement no more than five days leave may be carried forward to the next leave year.

Leave entitlement will increase when the employee has completed not less than five years of continuous service with the Council immediately prior to the commencement of the leave year.

Subject to Council approval any remaining unused holiday will be included in the March payroll and calculated at normal NJC rates.

**Health & Safety**

All employees will comply with Brantham Parish Council Health & Safety policy.

**Appeals**

Brantham Parish Council is committed to the fair application of the pay policy and will consider any employee concerns in the first instance through informal discussion. If that does not result in resolution of the issue, then use of the formal grievance procedure will be offered.

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<sup>4</sup> Pensions Act 2011