

# Langley with Hardley Parish Council

## Pay Policy

| Document Control |                  |                                 |
|------------------|------------------|---------------------------------|
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### Introduction

Langley with Hardley 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.

Currently the council has one employee which is the Clerk who also performs the role of Responsible Financial Officer. If the Council in the future employs additional members of staff this policy will be reviewed.

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 employee.
- To maintain a salary record for 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 locked facility to ensure the security 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>.

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<sup>1</sup> Langley with Hardley PC Financial Regulations May 2019, 6.11

- To meet fully the statutory requirements placed on all employees by PAYE and National Insurance legislation<sup>2</sup>.

### **Procedure**

- Employee will complete a time sheet which will be used to prepare salary calculation.
- The Clerk/RFO will process salary payments using HM Basic Payroll Tools.
- Payroll information will be submitted to HMRC in Real Time Information (RTI) on or before the day of employee payment.
- The employee 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 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.

### **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.
- All employee pay scales will be determined by their grading, which will align to the National Joint Council for Local Government Services (NJC) published pay scales.
- Employees 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 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.

### **Pay reviews**

- The employee will receive an annual appraisal by the Personnel Committee, which will include a review of their salary.
- Subject to satisfactory performance, the employee will progress automatically through the pay scale by annual increments until they reach the maximum of the scale.

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<sup>2</sup> Langley with Hardley PC Financial Regulations May 2019, 7.1

<sup>3</sup> Langley with Hardley PC Financial Regulations May 2019, 7.5

- 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.
- All decisions on pay and reward are recommended by the Personnel Committee to Full Council for ratification<sup>4</sup>.

### **Salary payments**

- Payment will be made by bank standing order on the 28<sup>th</sup> of each month, or if the 28<sup>th</sup> 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>5</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 Personnel Committee.
- 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 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.

### **Training**

- The Clerk/RFO will ensure payroll skills are up to date and subscribe to HMRC employer bulletin<sup>6</sup>.

### **Health & Safety**

- All employees will comply with Langley with Hardley Health & Safety policy.

### **Appeals**

Langley with Hardley 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> Langley with Hardley PC Financial Regulations May 2019, 7.3

<sup>5</sup> Pensions Act 2011

<sup>6</sup> <https://www.gov.uk/government/collections/hm-revenue-and-customs-employer-bulletin>