



CROSCOMBE PARISH COUNCIL

STAFF PAY POLICY

Adopted by Full Council: 16 Sep 2020

1. Purpose

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

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

1.3 Croscombe Parish Council is an equal opportunities employer and ensures that pay and employment terms are determined without discrimination or bias. It ensures equality for all employees and operates a transparent pay system compliant with the Equality Act 2010.

2. Pay Decisions

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

3. Basic Pay Determination

3.1 The relevant Committee will determine the pay range for a vacancy prior to advertising by reference to the job description, job role and comparative rates. On appointment the Committee will decide on the starting salary within that range to be offered to the successful candidate. The category of LC1 will be used to determine an appropriate range:

3.1.1 PROFILE LC 1: The job requires predominantly practical and procedural knowledge across a technical or specialist area or an equivalent level of organisational, procedural and policy knowledge; Small or medium parish; Up to 6 meetings a year; No devolved functions; Few statutory functions; No Staff; Typical budget of up to £25,000.

3.2 benchmark salary grades are set in accordance with Local Council scale/spinal points and are calculated by reference to the standard working week for Local Government staff which is currently 37 hours; part time hours will be calculated on a pro rata basis.

3.3 Having established the benchmark salary for the post, the Council will either;

3.3.1 Adopt a salary scale within the range. The salary will rise annually, by automatic increase on the 1st April each year (or such other date as may be agreed between National Joint Committee) by incremental steps to the scale maximum, or;

3.3.2 Adopt a single salary point (a 'spot salary') within the range. Where a single salary point is adopted the Council should review the salary annually.

3.3.3 Whether pay is incremental or a "spot salary" will be explicit in the staff member's terms and conditions of employment.

3.3.4 Determination of a pay spine will take into account:

- Experience and expertise of applicant/incumbent.



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- Qualifications.
- Whether the clerk is also the Responsible Financial Officer.
- Whether the council has developed increased functions as a result of Quality Council status
- The extent of functions devolved from principal authority level
- Staffing levels/employment market conditions
- Additional duties.
- Performance.

4. Pay Reviews

4.1 A pay review will be considered annually in accordance with the National Joint Council for Local Government Services. The NJC state that they are committed to producing negotiated outputs that are relevant, fair and beneficial to both employers and those employed to provide public services. Under these arrangements there is no obligation to increase each year.

4.2 Exceptionally reviews may take place at other times of the year to reflect any changes in circumstances, e.g. relief payments or job description changes that lead to a change in the basic level of an individuals pay

5. Pay Progression Based on Performance

5.1 An annual appraisal will take place with each member of staff in line with the Council's performance management policy.

5.2 Individual's performance will be considered by the Committee and any recommendations made for performance related pay increases, within the individual's relevant salary range. All performance pay progression will be ratified by Full Council.

5.3 A pay rise may be withheld for reason of unsatisfactory performance or disciplinary proceedings.

6. Pay Progression based on Professional Development

6.1 A pay award will be made, or taken into account when calculating a pay offer for a new starter, on the basis of attaining recognised qualifications. These are:

Introduction to Local Council Administration Certificate (ILCA)	1 point
Certificate in Local Council Administration	1 point
Certificate of Higher education in Local Policy (University of Gloucester) (first year)	1 point
Certificate of Higher education in Local Policy (University of Gloucester) Level 1	2 points
Diploma of Higher education in Local Policy (University of Gloucester) Level 2	3 points
Award of BA(Hons) in Local Policy (University of Gloucester) Level 3	4 points
Equivalent relevant Higher education or Professional Qualification	Up to 4 points



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7. Appeals

7.1 Croscombe Parish Council is committed to the fair application of the pay policy and will consider any staff 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.

8. Process

8.1 Staff will submit a monthly time sheet recording hours worked to the Chairman who will authorise BACS payment.

8.2 Staff will be provided with a detailed pay slip prior to the payment of their salary.

8.3 Staff will be paid monthly by bank transfer on the 25th day of each month. Where the 25th falls on a weekend, salaries will be paid at the end of the previous week. At Christmas staff will be paid the week before the 25th.

9. Pay Spine Column Points (SCP)

9.1 All staff engaged after 1st April 2020 will be engaged on the “new” SCP point system.

9.2 Local Clerk (LC) 1 SCP range is (as at Apr 2020) as follows:

New SCP Point	Salary pro rata (2020/21)	Hourly rate	Substantive
5	£19,312	£10.04	Below
6	£19,698	£10.24	Below
7	£20,092	£10.44	Yes
8	£20,493	£10.65	Yes
9	£20,903	£10.86	Yes
10	£21,322	£11.08	Yes
11	£21,748	£11.30	Yes
12	£22,183	£11.53	Yes
13	£22,627	£11.76	Above
14	£23,080	£12.00	Above
15	£23,541	£12.24	Above
16	£24,012	£12.48	Above
17	£24,491	£12.73	Above

9.3 Croscombe Parish Council commits to implement annual increases for SCP as recommended by the NJC.