

## **Introduction**

Puddletown Area 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 part time employee which is the Clerk who also performs the role of Responsible Financial Officer, plus two zero-hour employees who perform Caretaker roles around the parish. 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.

Puddletown Area Parish Council is a Living Wage employer and ensures equality for all staff members.

## **Legislation**

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

It is included in other United Kingdom legislations, European Community Law, the EU Directive on Fixed Term Work and resultant UK regulations. The legislation applied 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 the Clerks employment, except where specifically modified in the contract, 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 employees, including holidays entitlement to and taken, sick days entitlement to and taken, overtime records and time sheets
- To update employee's payroll information in an accurate and timely manner
- To keep HMRC log in details, pin and passwords confidential
- To meet fully the statutory requirements placed on all employees by PAYE and National Insurance legislation.

## **Procedure**

- Employees will complete a time sheet which will be used to prepare salary calculation.
- The Clerk / RFO will process salary payments using HMRC Basic Payroll Tools
- Payroll information will be submitted to HMRC in Real Time information (RT) on or before the day of employee payment.
- The employees will be provided with a detailed pay slip prior to the payment of their salary.
- Payroll related payments will be made by bank transfer.
- Payroll payments in each calendar month shall be reported at the Full Council meeting.
- Any payment to an employee in excess of their Terms and Conditions of Employment must be authorised in advance by the Chairman & Vice Chairman.

## **Pay scales.**

- To comply with the legislation, the council will prepare a transparent pay system, based on objective criteria and publish pay details of staff in line with requirements of the Local Government Transparency Code 2015.
- The Caretakers will be appointed to a defined hourly rate for their role.
- The Clerks pay scales will be determined by their grading, which will align to the National Joint Council for Local Government Services (NJC) published pay scales.
- One salary point will be added to the Clerks 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 Councils Administration (CILCA)
  - The Certificate in Higher Education in Community Engagement and Governance
  - The Diploma in Higher Education in Community Engagement and Governance
  - BA (Hons) Degree in Community Engagement and Governance

### **Pay reviews – The Clerk**

- The Clerk will receive an annual appraisal by the Chairman & Vice Chairman or in their absence 2 members of Council, which will include a review of their salary.
- Subject to satisfactory performance, the Clerks will progress automatically through the pay scale by annual increments until they reach the maximum of the scale.
- The Council may withhold an increment if it is considered that performance fell below the expected level following an annual appraisal, or award increments for exemplary performance.
- All decision on pay and reward are recommended by the Chairman and Vice Chairman to Full Council for ratification.

### **Pay reviews – Grounds Maintenance / Caretakers**

- All employees (other than the Clerk) are entitled to an annual appraisal with the Parish Clerk or in their absence the Chairman of the Council, which will include a review of their salary.
- Subject to satisfactory performance, a pay review will take place considering equivalent local pay rates.
- Decision on pay and reward are recommended by Clerk to Full Council for ratification.

### **Salary payments**

- Payment will be made by bank Faster Payment Outwards (FPO) between the second Monday of the month to second Friday of the Month.

### **Pension**

- The council has a duty to automatically enrol eligible employees in a suitable pension scheme.<sup>i</sup>

### **Holiday (excluding employees on a zero-hour contract)**

- Annual leave for each employee commences from their first day of their employment. The Clerks holidays must be taken at times agreed with the Chairman / Vice Chairman or in their absence 2 members of Council and requests submitted in writing.
- By mutual agreement no more than five days leave may be carried forward to the next leave year.
- Leave entitlement will increase in line with their employment contract when the employee has completed not less than five years of continuous service.
- Subject to Council approval any remaining unused holiday may be included in the March payroll and calculated at normal NJC rates. It is generally expected holiday will be taken but council may pay in exceptional circumstances.

### **Holiday (Employees on a Zero Hour Contract)**

- Zero Hour contract workings will have their holiday entitlement calculated based on (National Standard) 12.07% of their hours worked. For example, if a zero-hours contracted employee works 15 hours a month, then the holiday entitlement would equate to  $15 \times 12.07\% = 1.8$  hour.

### **Training**

- The Clerk / RFO will ensure payroll skills are up to date and subscribed to HMRC employer bulletin.
- It is the Clerk / RFO responsibility to inform the Chairman / Vice Chairman if there is a training course they wish to attend. Approval must be given before any bookings made.

### **Health & Safety**

- All employees will comply with Puddletown Area Parish Council Health and Safety Policy

### **Appeals**

Puddletown Area 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>i</sup> Pension Act 2011