



# Cantley with Branton Parish Council

[www.cantleywithbrantonparish.co.uk](http://www.cantleywithbrantonparish.co.uk)

## PAY POLICY STATEMENT

### 1. Scope of this Pay Policy Statement

1.1 This Pay Policy statement is produced in accordance with Chapter 8 of the Localism Act 2011. It was approved by Cantley with Branton Parish Council (“the council”) on 6<sup>th</sup> March 2024. It is made available on the council’s website.

1.2 Although the council is not deemed a ‘relevant authority’ according to the Localism Act 2011, our commitment to the highest level of transparency and robust governance is reflected in publishing this Pay Policy Statement by going above and beyond the statutory expectations as set out in legislation.

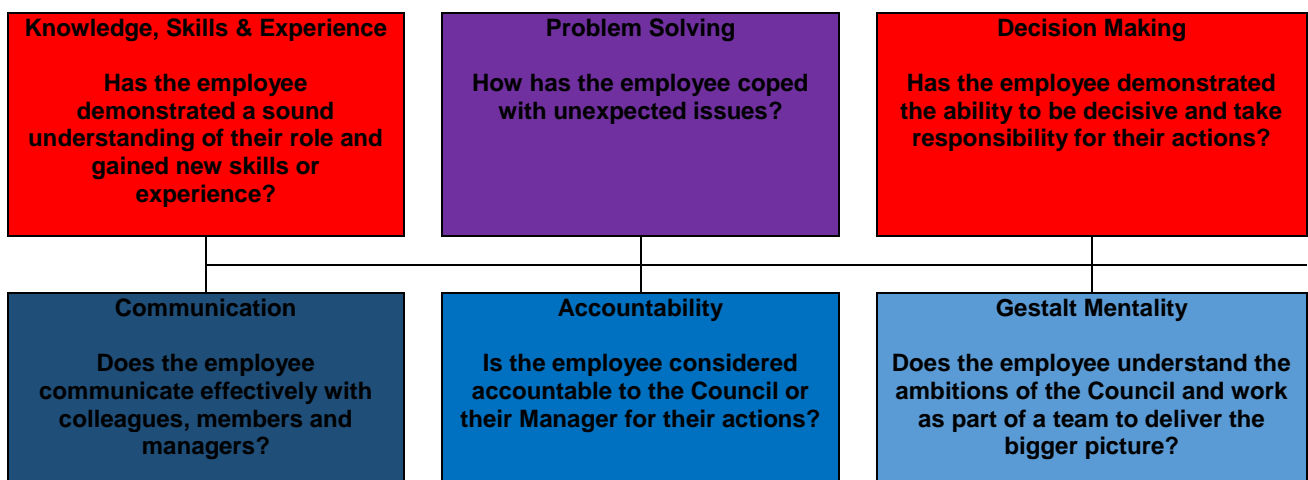
Included in this Pay Policy Statement (“this statement”) are the council’s pay and reward policies for that are designed: - to enable the council, as an employer, to retain competitiveness in the market place, and to maintain affordability of employment costs.

1.3 The council determines the terms and conditions of employment for all staff within the scope of this statement, including the application of any discretion available under the Local Government Pension Scheme (“LGPS”). It will act as the “remuneration committee” for the purposes of the Localism Act 2011.

1.4 The Clerk has delegated powers to implement actions that affect terms and conditions of employment that have first been agreed through the council.

### 2. Pay Determination

2.1 The determination of pay is conducted via the annual appraisal process overseen by the Clerk. The Clerk is responsible for submitting remuneration recommendations to the council. Proposals should be assessed against the Council’s Remuneration Award Matrix encompassing the following six key points:



## 2.2 Pay Bargaining and Negotiation

The Council pays due regard to the 'Green Book' as agreed via the National Joint Council (NJC) for local government services and is committed to awarding the agreed pay and conditions as set out in each agreement.

## 2.3 Appointments

The point at which an individual will be appointed within the pay grade will normally be the minimum of the scale. However, appointment may be at a higher point within the scale where justified. Progression within a pay grade Each pay grade contains a number of pay points called "spinal column points" (SCPs).

Once the employee reaches the maximum spinal column point (SCP) of the pay grade for the role there is no further increase unless a nationally negotiated pay award is given. Increases may be withheld from an individual as a consequence of disciplinary action. New starters must complete a nine-month probationary period before being eligible to receive an increase.

The ability to recommend an additional increase beyond the maximum ceiling for each employee is reserves to cases where an outstanding contribution has been made to the Council by an employee or where the scope and duties of the job role have expanded sufficiently to justify an increase in pay.

## 2.4 Allowances

The council does not operate a car allowance scheme. Mileage incurred by employees performing duties on behalf of the Council is reimbursed via the mileage claim system and paid via PAYE.

The council does not operate a performance pay scheme outside the pay grading structure that determines basic pay and therefore there are no performance or bonus payments paid to employees of the council.

## **3. Remuneration for Clerk**

The Chairman of the Council is responsible for conducting the Clerk's appraisal and making a recommendation as part of that appraisal to the council. The council will determine any awards to be made to the Clerk taking into account the six key criteria under Section 2 of this document.

## **4. Remuneration for All Other Employees**

The Clerk shall be responsible for submitting a summary assessment of all staff remunerations via the appraisal process and the Remuneration Award Matrix and submit such recommendations to the council ahead of the annual budgeting process.

## **5. Termination of Employment (Severance)**

### **5.1 Local Government Pension Scheme**

Membership of a pension scheme is determined by the relevant conditions of service and is subject to the rules of the specific scheme. The council operates the Local Government Pension Scheme (LGPS) for most employees. For members of the LGPS made redundant on their 55th birthday or later, early access can be gained to their pensionable benefits based on service and salary. Although the LGPS provides for the exercise of discretion that allows for retirement benefits to be enhanced, the council has a policy of not enhancing pension benefits.

The LGPS can also be accessed before normal retirement date for employees who are unable to continue with employment on the grounds of their ill health and who satisfy the conditions for ill-health retirement. An amendment to the LGPS effective from 1st April 2014 allows employees aged between 55 and 75 to choose to access their pension; however, it is at a reduced rate if taken before normal retirement age. The introduction of Auto Enrolment means that new employees to the council, who meet certain criteria, automatically join the LGPS.

### **5.2 Redundancy Payments**

Where an employee is made redundant, severance benefits may be payable subject to the conditions and terms of the redundancy. Where a redundancy payment is made, they are calculated on the basis of 1.5 weeks' gross pay for every complete year of service up to a maximum of 104 weeks. This calculation applies equally across all pay grades.

### **5.3 Re-engagement of former employees**

The council's policy is that there is no general restriction on any future re-employment of an employee who has been made redundant or who is in receipt of a Local Government or other public sector pension. In fact, to adopt policies to the contrary could be subject to challenge under equalities legislation. However, re-employment must be on merit and should be unconnected with the redundancy, except where alternative employment is found and pension and redundancy payments are returned in accordance with the relevant legislation.

The council does not approve of redundancy or early retirement due to redundancy and immediate re-employment of staff either as direct employees, via an agency, or on a consultancy basis. If there are any exceptional circumstances that might appear to justify such arrangements, these must be agreed by a specially formed sub committee with sufficient justification from the Clerk.

## **6. Fairness in Pay**

The council recognises the importance of fairness in pay. Pay and reward policies are applied equally to all employees, except where there are good reasons reflecting genuine factors which apply only to certain employee categories. Any consideration of varying the equal application of any policy in relation to pay and employment must be approved by the council.

## **7. Publication of Pay**

The council publishes information about pay in accordance with statutory requirements, and the guidance of the Information Commissioner's Office and the Ministry of Housing, Communities and Local Government. Information is published on the council's website in the council's annual accounts.

## **8. Gender Equality**

The council is fully committed to gender equality by ensuring that all pay policies are applied equally to all employees regardless of their gender.

## **9. Legislative Changes**

From time to time as required, the council will amend its policies, procedures and practices to ensure that it complies with its legislative duties and will ensure that employees are advised of the changes.

## **10. Review**

The council will continue to review all pay levels to ensure fairness and equity. Any changes will be reflected in an updated pay policy. The policy will be reviewed by the Clerk on an annual basis and submitted to the council for ratification.

Dated: 13<sup>th</sup> August 2021

Approved by Members on: 1<sup>st</sup> September 2021

Reviewed: 22<sup>nd</sup> February 2024

Approved by Members on: 6<sup>th</sup> March 2024

Reviewed Annually