

LYMM PARISH COUNCIL

Clerk to the Council: Kerry Duffin
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Lymm WA13 0JB



Pay Policy

Approval date: 14th September 2021

Review date: As necessary

Introduction

Lymm 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, welcomes diversity within the workforce and ensures equality for all employees, operating a transparent pay system compliant with the Equality Act 2010.

This policy sets out the framework for making decisions on Employees pay. It will help to motivate an Employees 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 ensure a clear and fair pay policy is in place for its employees.
- To be an accredited Real Living Wage employer.
- To pay accurately and on a timely basis.
- 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 keep HMRC log in details, pin and passwords in accordance with Financial Regulations.
- To meet fully the statutory requirements placed on all employees by PAYE, National Insurance and pension legislation.

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Procedure

- Employees will complete a timesheet which will be used to manage overtime, work programmes and LIEU time.
- The Clerk/RFO will process salary payments using Payroll Manager and send information to HMRC on a monthly basis.
- Employees will be provided with a detailed pay slip each month for the payment of their salary.
- Payroll payments will be made by bank transfer on or just after the 1st of the month.
- Payroll payments in each calendar month shall be reported at the Full Council meeting.
- Any payment to an Employees 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 Employees 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.
- For the Clerk, 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 Employees will receive an annual appraisal which will include a review of their salary. The Clerk will be appraised by the Chairman of the Council and the remaining staff will be appraised by the Clerk.

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

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 the Cheshire pension scheme.

Annual Leave

- The leave year runs from 1 April to 31 March.
- Holidays must be taken at times agreed with the Clerk and requests must be submitted on the relevant form. The Clerk must agree annual leave with the Chairman of the Council.
- By mutual agreement no more than five days leave may be carried forward to the next leave year unless there are exceptional circumstances agreed by the Staffing Committee.
- 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 and currently increases to 25 days leave per annum, pro rata.
- 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 their skills are up to date in order to maintain accurate staffing records.

Appeals

- Lymm Parish Council is committed to the fair application of the Pay Policy and will consider any employee's 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.