



Horndean Parish Council

PAY POLICY STATEMENT

This Pay Policy Statement is provided in accordance with Section 38(1) of the Localism Act 2011 and sets out the Council's policy on staff remuneration. The statement will be updated annually but may be amended during the year, with agreement by Council, if the need arises.

Horndean Parish Council actively promotes equal opportunities compliant with the Equality Act 2010, and the Equal Pay Act 2010, Equal Pay (Amendment) Regulations 1983.

1. A Parish Council which has a gross annual income or expenditure (whichever is the higher) of at least £200,000 is required by the Localism Act 2011 to publish an annual Pay Policy Statement.
2. The Localism Act (November 2011) seeks to examine the pay and benefits of statutory and non-statutory Chief Officers and their deputies. Senior Staff as defined by the Code of Recommended Practice for Local Authority on Data Transparency and the Accounts & Audit regulations 2015 requires the details of staff paid over £50,000, to be published. The remuneration paid to one employee is £50,000 - £55,000.
3. Remuneration at all levels needs to be adequate to secure and retain high quality employees dedicated to fulfilling the Council's business objectives. This has to be balanced by ensuring remuneration is not, nor seen to be, unnecessarily excessive.
4. All employees are subject to National Joint Council for Local Government Services (NJC) Terms and Conditions, and are paid in line with nationally negotiated awards.
5. The lowest paid NJC member of staff is paid within Grade SCP 5-6 (£24,790 - £25,183) per annum, and the highest paid member of staff (Chief Officer) paid within Grade SCP 37 – 41 (£46,731 - £50,788).
6. In addition, one salary point may be added to the salary, up to a maximum of four points for success in obtaining or already holding each of the following relevant qualifications:
 1. The Certificate in Local Council Administration (CiLCA)
 2. The Certificate in Higher Education in Community Governance – Level 4, or one of its predecessor qualifications designed specifically for the profession
 3. The Foundation Degree in Community Governance – Level 5, or one of its predecessor qualifications designed specifically for the profession
 4. BA (Hons) Degree in Community Governance – Level 6, or one of its predecessor qualifications designed specifically for the profession.
7. Staff may be awarded with a responsibility allowance for being a qualified first aider.

8. Mileage incurred due to vehicular travel other than to and from the designated place of work, will be paid at the rate specified within the NJC contractual terms and conditions.
9. The ratio between the lowest paid member of staff and the highest is 2:1.
10. The standard working week is 37 hours, any agreed additional time worked in excess of the contracted hours will accrue as time-off in lieu. In exceptional circumstances payment at the normal rate will be paid.
11. Salaries increase in line with NJC awards. Subject to satisfactory performance, staff may progress through the salary 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 level expected, following completion of the annual appraisal process. Alternatively, Council may award an additional increment for exemplary performance which is at the Council's absolute discretion.
12. Staff employed within the Countryside Team due to the nature of their work, will be provided with a uniform including footwear.
13. The Council pays the professional fees of employees whereby it is determined by the Staff Committee that the membership of a professional body, is essential for the continuous professional development of a member of staff.
14. The Council has no policy in place to compensate staff on any grade in carrying out significant additional duties either on a temporary or permanent basis. If an officer is carrying out work of a higher-level nature, in excess of the duties of their post and evaluated pay grade, this will need to be considered by the Staff Committee on a case-by-case basis.
15. The Council does not make any performance related bonus payments.
16. Council employees may be offered the opportunity to undertake relevant professional qualifications/training where there is a strong business case for doing so.
17. When staff are recruited, they will be paid at a rate commensurate with experience and qualifications. However, the presumption where appropriate will be to commence at the minimum spinal column point as per the evaluation for the role.
18. All employees as a result of their employment are eligible to join the Local Government Pension Scheme.