

# Biddulph Town Council



## PAY POLICY

### WRITTEN BY:

Mrs Sarah Haydon, Chief Officer

### CREATED:

March 2018

### APPROVAL DATE:

HR Committee - 20 March 2018

Town Council - 17 April 2018

### REVIEW DATE:

March 2020

## INTRODUCTION

1.1 It is not a requirement for Town Councils to have a 'Pay Policy Statement', as set out in the Localism Act 2011. However, Biddulph Town Council recognises that, in line with the Local Government Transparency Code 2015, transparency and accountability is essential in relation to the Council's approach to setting pay.

1.2 This Pay Policy identifies:

- The method by which salaries and other payments are determined.
- The Town Council's commitment to tackling sex discrimination and providing equal pay.

The detail and level of remuneration for the Council's officers.

1.3 This Policy should be considered in line with the **Appraisal and Review Policy**.

## OBJECTIVES OF THE POLICY

2.1 Biddulph Town Council is committed to ensuring:

- employees receive equal pay for equal work.

- employees have the opportunity to have regular reviews of their roles and tasks, and issues are addressed in a timely way.
- salary levels are monitored for staff.

## PROVISIONS

3.1 The Council uses the National Joint Council (NJC) pay spinal column points (SCP 6-scp 49) for grading and basic salary level determination for staff.

New appointments will normally be made at the minimum point of the relevant grade, although the Human Resources Committee has the discretion to vary where necessary to secure the best candidate. All promotion, re-grading, transfers and secondments are in accordance with Council policy.

3.2 Biddulph Town Council believes that incremental progression should occur annually, subject to satisfactory completion of outcomes, monitored through a formal appraisal process. A recommendation will be considered by the Human Resources Committee in May each year, and will not be unreasonably refused.

3.3 Pension contributions for all employees who have exercised their statutory right to become members of the Local Government Pension Scheme are applied in accordance with the Local Government Pension Scheme Regulations. Regular updates will be considered by the Finance Committee.

3.4 The policy of the Council is to provide a consistent approach to all of its employees who leave the Council's employment under the terms of its applicable schemes.

3.5 The policy of the Council regarding the calculation of redundancy payments for all of its employees is to use the statutory redundancy calculator based on completed years of service (up to a maximum of 20 years) and to apply the current contractual weekly pay of the employee in order to calculate the payment to which he/she is entitled.

3.6 The Chief Officer is responsible for ensuring that Biddulph Town Council operates the policy and its associated procedures in line with the Council's **Equal Opportunities Policy** to provide equality of opportunity for all employees. The Council is committed to ensuring that no-one is discriminated against, disadvantaged or given preference, through membership of any particular group, particularly based on age; disability; gender reassignment; race, religion or belief; sex; sexual orientation; marriage and civil partnership and pregnancy and maternity. This policy will be applied equally to all employees irrespective of their background or membership of a particular group.

3.7 The Council is committed to ensuring that employees are not disadvantaged or discriminated against by virtue of their trade union membership in the application of this policy.

3.8 Local authorities must, under the Local Government Transparency Code 2015, publish the pay multiple on their website, defined as the ratio between the highest paid taxable earnings for the given year (including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind) and the median earnings figure of the whole of the authority's workforce.

The measure must:

- cover all elements of remuneration that can be valued (e.g. all taxable earnings for the given year, including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind)
- use the median earnings figure as the denominator, which should be that of all employees of the local authority on a fixed date each year, coinciding with reporting at the end of the financial year, and

exclude changes in pension benefits, which due to their variety and complexity cannot be accurately included in a pay multiple disclosure.

### **Biddulph Town Council – Pay Multiple (2017/18)**

The ratio between the highest paid taxable earnings for the given year (including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind) and the median earnings figure of the whole of the authority's workforce.

Highest Paid – Annual FTE £36,379. Multiple

Lowest Paid – Annual FTE £20,500. Multiple 1.77 (Highest divided by lowest)

Median Salary – Annual FTE £28,440. Multiple 1.28 (Highest plus lowest, divided by 2)

There are no employees whose annual remuneration exceeds £50,000

## **RELEVANT LEGISLATION**

4.1 The Local Government Transparency Code 2015 is designed to meet the Government's desire to place more power into citizens' hands to increase democratic accountability and make it easier for local people to contribute to the local decision-making process and help shape public services.

Transparency is the foundation of local accountability and the key that gives people the tools and information they need to enable them to play a bigger role in society. The availability of data can also open new markets for local

business, the voluntary and community sectors and social enterprises to run services or manage public assets.

#### **4.2 The Equality Act 2010**

Employers must give men and women equal treatment in the terms and conditions of their employment contract if they are employed to do:

- 'like work' - work that is the same or broadly similar
- work rated as equivalent under a job evaluation study

work found to be of equal value in terms of effort, skill or decision making.