



Pay Policy

Responsibility: Personnel Committee

Review Cycle: Every three years, or earlier in the event of legislative changes

<u>Date of Adoption / Renewal</u>	<u>Resolution Number</u>
14 November 2017	8230

PAY POLICY

1. Introduction

1.1 Crowborough Town Council is committed to ensuring a clear and fair pay policy for its staff members. This policy supports those principals in explaining how pay is calculated, reviewed and paid to staff.

2. Pay scales

2.1 All staff members' pay scales will be determined by their grading, which will align to the National Joint Council for Local Government Services (NJC) published pay scales.

2.2 Staff members will be appointed to either a defined salary scale point, or within a defined salary scale published for their role, dependant on knowledge and experience.

2.3 One salary point will be added to a staff members 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

3. Pay reviews

3.1 Each staff member will receive an annual appraisal, which will include a review of their salary.

3.2 Subject to satisfactory performance, staff members appointed within a scale will progress automatically through the salary scale by annual increments until they reach the maximum salary in the range, with increments taking effect from 1st April.

3.3 The council may withhold an increment if it is considered that performance fell below the expected level following an annual appraisal, or award additional increments for exemplary performance.

3.4 Increments for staff members appointed on a single salary point will be considered by the Council on an individual basis, taking into account performance over a period of time. Any increment will take effect from a date agreed with the staff member.

4. Salary payments

- 4.1 Staff members are paid in arrears, and receive payment by bank transfer on the 28th of each month, or if the 28th is a weekend or bank holiday, the previous working day.
- 4.2 Overtime payments must be agreed in advance with the line manager, and staff members are encouraged to make use of time off in lieu arrangements where possible, providing service standards can be maintained.
- 4.3 For December, pay day will be moved forwards to the 21st of the month, or if the 21st is a weekend or bank holiday, the previous working day. In this instance, overtime claims up to and including the 14th of December will be paid.

5. Expenses

- 5.1 The council will reimburse staff members at agreed HMRC rates for mileage and other expenses incurred in the performance of council business, as per the council's Expenses Policy.