



St Stephen in Brannel Parish Council

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Pay Policy¹

Introduction

St Stephen in Brannel Parish Council recognises that a fair, transparent and consistent pay policy is essential recruiting, motivating and retaining employees with the skills and motivation to deliver high quality services

This policy sets out the framework for making decisions on pay and provides the basis for good financial and personnel management while decreasing the risk of grievance and discrimination.

St Stephen in Brannel Parish Council is a Living Wage employer and ensures equality for all staff members.

Structure

The pay policy statement describes the pay arrangements that apply to all Council employees including the senior employee who is the Clerk and Responsible Financial Officer.

The Council uses the NALC and SLCC recommended salary scales.

The Council's pay structure for all employees consists of 9 job roles with various salary points and ranges. Grades are allocated to roles through a process of job evaluation which establishes the relative value of different roles.

Employees are appointed to the minimum of the salary range for the job unless there is reason for making an exception, for example the employee holding a role related qualification.

Responsibility

The Employment & Cemeteries Committee is responsible for recommending the remuneration of all employees. When an employee is promoted or regraded to a higher scale point, they will receive an immediate pay increase.

The Employment & Cemeteries Committee will determine the pay range for a vacancy prior to advertising by reference to the job description, job role and comparative rates.

The Council will implement the outcome of national pay negotiations on pay and make appropriate adjustments to its pay structure.

¹ Adopted by Full Council at the meeting held on Wednesday 2nd October 2019 under minute reference FPC232/19. Due for review in September 2022.

Job Evaluation

A job evaluation is a way of systematically assessing individual jobs objectively, while avoiding prejudice or discrimination and is used to determine the value of roles within the Council.

The Employment & Cemeteries Committee will carry out a job evaluation on all roles every 3 years or following an organisational structure change.

The Council uses the National Association of Local Councils (NALC) Scheme and the NJC Green Book.

Appraisals

An annual appraisal will take place with each member of staff in line with the Council's policy.

Individual's performance will be considered by the Clerk and any recommendations made for performance related pay increases, within the individual's relevant salary range, will be proposed to the Employment & Cemeteries Committee.

In the case of the Clerk to the Council, the Chairman and Vice Chairman of the Employment & Cemeteries committee will undertake the annual appraisal and make recommendations as appropriate concerning pay progression to the Committee.

All recommendations will be ratified by Full Council.

Overtime

The standard working week for employees is 37 hours, worked from Monday to Friday.

Overtime is time worked beyond the standard 37 hours or contracted working week. Overtime is only paid in circumstances where it is not practicable to grant compensatory time-off in lieu. All paid overtime is subject to authorisation by the Chairman of the Employment & Cemeteries committee. Overtime is paid at "time and a half".

Allowances

First aid allowances

Employees designated by the Council as recognised first aiders are entitled to a First Aid payment which is paid in December.

Clothing Allowance

Employees who are provided with uniform will receive a Clothing Allowance payment which is paid in May.

Professional fees

The Council pays the professional fees of employees where the Employment & Cemeteries Committee determines that membership of a professional body is essential for the continuous professional development of an employee.

Business travel and expenses

Where employees are required to travel in the course of their duties they are expected to determine the most appropriate form of transport taking into account the total cost, travel time and carbon emissions. The cheapest form of transport will normally be chosen unless the travel time is unreasonable. If there are two forms of transport with comparable costs, the transport with the lowest carbon emissions must be selected unless the travel time is unreasonable. If

public transport is used, the cheapest travelling fare should be chosen. It is the Council's policy not to pay for first class travel.

Mileage allowances

Where employees use their own vehicles for business purposes, the following allowances will apply in each tax year 45p per mile for the first 10,000 miles, 25p per mile for each mile thereafter.

Subsistence payments

Employees may claim reimbursement of reasonable additional expenditure actually incurred whilst they are away from their normal place of work and unable to follow their usual arrangements. Such claims will normally be paid only in circumstances where employees are required to travel out of Cornwall and incur an overnight stay. Where it is agreed that the journey will be made in a single day, claims for reasonable reimbursement for lunch and an evening meal will be considered. Reimbursement of all claims will only be paid on submission of a receipt for the expenditure incurred. All subsistence must be agreed by the Clerk for Staff, and by Full Council for the Clerk.

Appeals

St Stephen in Brannel Parish Council is committed to the fair application of the pay policy and will consider any staff 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.

Further Information

Further information on this policy can be gained from the Clerk.