



Pay Policy

Adopted 13/01/2025

1. **Introduction**

Hullbridge Parish Council recognises that a fair, transparent and consistent pay policy is essential for 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.

Hullbridge Parish Council is a Living Wage employer and ensures equality for all staff members.

2. **Structure**

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

The Council uses the National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC) recommended salary scales.

The Council's pay structure for all employees consists of 5 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.

3. **Responsibility** The Personnel 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 Personnel 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.

4. **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 Personnel Committee will carry out a job evaluations on all roles when required or after an organisational structure change.



The Council uses the (NALC) Scheme and the National Joint Council (NJC) Green Book.

5. **Appraisals**

An annual appraisal/ personal development plan 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 Personnel Committee.

In the case of the Clerk to the Council, the Chairman and Vice Chairman of the Personnel committee will undertake the annual appraisal and make recommendations as appropriate concerning pay progression to the Committee. All recommendations will be ratified by the Finance Committee and reported to Full Council.

6. **Overtime**

Overtime is only paid in circumstances when an employee exceeds their contracted working hours which vary by employee. All paid overtime is subject to authorisation by the Clerk and a Finance Committee signatory. Overtime is paid at "time and a half" apart from overtime worked at a weekend, which is paid at "double time".

7. **Allowances**

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 unless the cost is commensurate. **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.

8. **Appeals**

Hullbridge 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.

9. **Further Information**

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