

# **FERRYHILL TOWN COUNCIL**



## **POLICY**

# **OFFICER PAY**

## **Introduction**

The purpose of this policy is to provide an open and transparent framework that ensures clarity, fairness and consistency in the remuneration of officers. The Council will comply with this policy which covers all officers. It ensures that employees are paid on a fair and equitable basis in accordance with equality legislation. Ferryhill Town Council recognises the importance of administering pay in a way that:

- attracts, motivates and retains appropriately talented people needed to maintain and improve the Council's performance and meet future challenges
- reflects the market for comparable jobs, with skills and competencies required to meet agreed delivery and performance outcomes
- allows for a proportion of remuneration to be at risk, depending upon the delivery of agreed outcomes and results
- delivers the required levels of competence within an overall workforce strategy within approved budget parameters
- is affordable and transparent.

### **1.0 Pay strategy and framework**

- 1.1 Generally salary levels are determined by National Agreement on pay and Conditions (Green Book). Jobs will be independently evaluated, using an established job evaluation scheme provided by Durham County Council via the Human Resource Service level agreement between Ferryhill Town Council and Durham County Council, as and when required.
- 1.2 The Town Clerk's salary level is determined by guidance provided by N.A.L.C. (National Association of Councils and S.L.C.C (Society of Local Council Clerks).
- 1.3 Each pay grade has a number of incremental points and employees normally progress up their pay grade by one increment on an annual basis, subject to satisfactory levels of performance.
- 1.4 The exception to this principle is where employees have transferred their employment to the Council and salary protection exists under the Transfer of Undertakings (Protection of Employment) legislation commonly referred to as TUPE.

### **2.0 Re-grading and Appeals Procedure**

A re-grading and appeals procedure is necessary for consideration of any future re-grading requests to ensure that they are managed in a fair and correct manner by the Town Council. This procedure is currently in development for approval by the Council.

Following a re-grading and appeals exercise the outcome of any post review can lead to the following outcomes:

- Grade of post remaining the same;
- Grade of the post being 'down-graded'; or
- Grade of the post increasing.

Where a re-grading application and subsequent appeal leads to a post being 'down-graded', pay protection will apply. Refer to relevant section in the re-grading appeals procedure for further information.

## **2.0 Pay review and annual increases**

2.1 Increases to salary are determined via negotiation between the trade unions and central government on an annual basis. In the event of central government providing a zero increase the Town council may consider an appropriate salary increase if agreed at full council.

## **3.0 Other items in addition to salary**

The Council pays the following additions to annual salary:

3.1 Overtime:

This is paid to employees who are required to work in excess of their contracted weekly hours. All employees on a pay grade of Scale 6 or above are not entitled to receive overtime pay.

3.2 Where an individual is being recruited and has significant experience or skills in the role for which they are being employed, the Town Clerk has discretion to appoint at any scale point (within the grade) above the lowest level.

3.3 Where an employee is upgraded using the Council's job evaluation scheme, the employee will move to the lowest point of the new pay grade such that they receive at least one incremental rise. Any proposal to move the employee to a higher point on the pay grade has to be authorised by the Town Clerk.

3.4 Increases in responsibility:

Temporary or permanent payments can be paid at the discretion of the Town Clerk to reflect operational needs and the level of additional responsibility.

3.5 Other:

The Council only reimburses reasonable business expenses actually incurred and in line with the Council's travel and subsistence policy.

3.6 External training costs are paid where they form part of the employees role for the council or form part of agreed learning and development plan.

#### **4.0 Pension**

- 4.1 In accordance with statutory provisions, employees are offered membership of the Local Government Pension Scheme. The Council has a published pension policy and this policy applies to all employees including Chief / Senior Officers. It sets out the Council's decisions relating to discretionary powers allowed within the scheme.
- 4.2 The Council also supports the principle of flexible retirement whereby employees are able to gain access to their pension whilst continuing in employment, subject to the restrictions laid down within the scheme and in the Council's Pension policy. This approach allows the Council to retain skilled employees and to assist individuals in managing the transition to retirement.
- 4.3 Long Service Awards:  
The Council recognises the commitment of employees to public service and provides the following long service awards:

10 years service	£50.00
20 years service	£100.00

- 4.4 Other allowances:  
An allowance is paid for employees who volunteer to be designated First Aiders in the workplace.

Mobile phones are provided for all members of staff and all calls and texts associated to their work for the council is paid for.

Car mileage is paid at an agreed rate.

#### **5.0 Recruitment**

- 5.1 The Town Clerk is appointed by Full Council following recommendations from the interviewing panel.
- 5.2 All appointments are made in line with this pay policy.
- 5.3 The Town Clerk starting salary within the grade must be approved by Full Council.
- 5.4 The appointment of employees other than the Town Clerk will be delegated to the appropriate management level, relevant to the vacant job. The starting salary within the pay grade range will be determined taking into account the skills and experience of the applicant.

## 6.0 Sick Pay

6.1 The Council applies the following sick pay scheme for all employees.

<b>Service (Yrs)</b>	<b>Full pay (Months)</b>	<b>Half pay (Months)</b>
during 1st - year of service	one months full pay	after completing 4 months service) 2 months half pay
during 2nd - year of service	2 months full pay	2 months half pay
during 3rd - year of service	4 months full pay	4 months half pay
during 4th & 5th - year of service	5 months full pay	5 months half pay
5-years service	6 months full pay	6 months half pay

## 7.0 Disputes

7.1 Where the Council is in dispute with an employee, the Council will make use of legally binding agreements to settle disputes in appropriate circumstances. The use of these agreements and the value of any settlement will be determined by a consideration of factors such as the potential costs of litigation, the degree of risk at employment tribunal adjudications and any reputational impact. The decision to agree a legally binding agreement will rest with the Full Council.

## 8.0 Acting up and Honoraria payments

These will be made in line with the Honorarium policy.

## 10.0 Pay Protection arrangements

10.1 When will pay protection apply?

Pay protection will apply when:

- an employee is selected for a lower graded post as part of a restructure
- an employee is redeployed into a lower graded post as a result of organisational change
- An employee is down-graded following the application of a re-grading and appeals procedure.

10.2 Pay protection will not apply when:

- an employee's terms and conditions change as a result of a Pay and Allowances review
- an employee voluntarily moves to another job
- the reduction in pay is as a result of a reduction in working hours

10.2 How long will the protection apply?

The period of pay protection will be two years

10.4 What is protected?

- Earnings, within one grade of the employee's original post. 'Earnings' includes basic pay, sick pay, holiday pay and maternity/paternity/adoption pay. All protected pay is pensionable
- Contractual overtime

10.5 What is not protected?

- Additional hours worked over the minimum contractual guarantee
- All pay related allowances and enhancements, e.g. standby, non contractual overtime, unsocial hours, bank holiday working
- All non-pay related allowances, e.g. car allowances, annual leave and acting up and honoraria payments
- Any increase in minimum contractual hours introduced after the operative date of pay protection

10.6 During the protected period

- There will be no annual incremental progression on the protected amount (it is the **earnings** that are protected not the grade/SCP)
- National pay awards will not be applied until the substantive grade is equal to or greater than the protected salary

Protection will end within the two year period where:

- the employee is successful in securing another role which is a higher grade/SCP than the protected salary
- the new substantive grade catches up with the protected basic pay

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10.7 At the end of the protection period

At the end of the two year period, pay will be adjusted to the top point of the substantive grade. There is no right to appeal at the end of pay protection.