



## **WEST SWINDON PARISH COUNCIL** **PAY POLICY**

### **1. Introduction**

1.1 West Swindon Parish Council actively promotes equal opportunities in employment and welcomes diversity within its workforce. The 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. Legislation**

2.1 This pay policy statement is produced in accordance with Chapter 8 of the Localism Act 2011 which requires the Council to prepare and annually review a pay policy statement. The relevant legislation concerning equal pay is found within the Equal Pay Act 1970, the Equal Pay (Amendment) Regulations 1983 and the Pensions Act 2011.

2.2 It is included in other United Kingdom legislation, European Community Law, the EU Directive on Fixed Term Work and resultant UK regulations. The legislation applies to all workers or employees regardless of full or part-time status, casual or temporary contract or length of service or any other consideration.

### **3. Pay scales**

3.1 To comply with the legislation, the council will operate a transparent pay system, based on objective criteria and publish pay details of staff in line with the requirements of the Local Government Transparency Code 2015.

- The Parish Council has seventeen employees of which there is one employee/Chief Officer (Clerk/Parish Manager) who is salaried above £50,000 at LC4 (46-54)
- For the purpose of this pay policy statement the Council's lowest paid employees are defined as those paid at LC1 (9) , or closest to for those that have TUPE'd to the Parish Council, for which the annual Full Time Equivalent salary is currently £ 25,014.68.
- Mean salary is £29,786.94

The Council does not have a policy regarding the ratio between the remuneration of its top earner, its lowest paid employees and other employees, the current rat are detailed below

- Ratio highest to mean is 1.99:1

3.2 In 2020, a number of staff were transferred to the Parish as part of a TUPE process from Swindon Borough Council. With the exception of the Operations Supervisor, all other staff transferred with a mix of job titles and salaries into a single role – Parish Operative. Staff transferring retained the salary of the previous employment which as their fixed salary scale point.

3.3 Staff members appointed outside of TUPE arrangements may be appointed to either a defined salary scale point, or within a defined salary band published for their role.

3.4 The starting salary on appointment will normally be at the lower end of the salary scale within the band, subject to negotiation based on the appointee's level of relevant knowledge and experience.

3.5 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 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

#### **4. Pay reviews**

4.1 All staff members pay increased will be determined by the local government National Pay Award.

4.2 Each staff member will receive an annual appraisal, and if they have been appointed within a salary band movement to the next salary scale will be reviewed as part of this appraisal.

4.3 Increments relevant to their role will be payable in the month following the annual review.

4.4 Progression for staff members appointed on a single point salary will be subject to agreement by the West Swindon Parish Council. Increments for staff members on a single point salary will be payable on a date to be determined by the Parish Council.

#### **5. Salaries and payments**

5.1 Staff members are paid in arrears, and receive payment by bank transfer on the 23<sup>rd</sup> of each month, or if the 23<sup>rd</sup> is a weekend or bank holiday, the previous working day.

5.2 In December, pay day will be brought forward to the 20<sup>th</sup> of the month, or if the 20<sup>th</sup> is a weekend or bank holiday, the next working day.

<b>Adopted</b>	<b>Reviewed</b>	<b>Re-adopted</b>
1 <sup>st</sup> August 2020	Reviewed 23 May 2022	22 <sup>nd</sup> May 2023