

Toft Newton Parish Council

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Pay Policy

Equal Pay Statement

Toft Newton Parish Council actively promotes equal opportunities in employment. We welcome diversity within our team. We are committed to the principle that mechanisms to determine both the pay and other terms and conditions of employment of all our employees do not discriminate unlawfully. The Council recognises that in order to achieve equitable pay, it should operate a pay framework that is transparent and makes decisions on objective criteria.

To reduce the risk of unequal pay, it's good practice to:

- Have an equal pay policy.
- Have up to date job descriptions that accurately describe the work that staff do.
- Make sure that men and women who do the same work do not have different job titles.
- Be consistent when deciding people's pay and contractual terms and conditions, for example have one pay structure for the business and limit who can decide on salaries for new staff.

Statutory Provisions

The relevant legislation concerning equal pay is found in the Equality Act 2010 and the Equal Pay: Statutory Codes of Practice. By law, men and women must get equal pay for doing 'equal work'. This is work that equal pay law classes as the same, similar, equivalent or of equal value.

Equal pay applies to employees, workers, apprentices, agency workers, full-time, part-time or temporary contracts, self-employed people who are hired to personally do the work.

Equal pay law applies to pay and contractual terms and conditions, including basic salary, basic wages, pension, working hours, annual leave allowance, holiday pay, overtime pay, redundancy pay, sick pay, performance-related pay, for example, a bonus that's in the employment contract, benefits, for example gym membership or a company car.

Toft Newton Parish Council has implemented a fair, transparent and equal pay policy by:

- Using the National Joint Council (NJC) pay scales as published through SLCC / NALC / and LALC annually, for all paid staff, we moved the Playground Warden on to the NJC pay scale in April 2024, from the National Minimum Wage.
- Making use of the NJC Job Evaluation Scheme where appropriate, or by carrying out a robust bench marking exercise if the formal NJC Job Evaluation scheme is appropriate at such a time. We used a bench marking exercise in 2025, when we re-advertised the Clerk's post, using similar sized Parish Councils across the Greater Lincolnshire and wider East Midlands area to set an unqualified and qualified rate for the Clerk's post.
- Consulting with employees (and union representatives if staff are members of a recognised Trade Union) if / when changes are to be made.

- Providing training and information on employment and pay matters to the Clerk and Councillors undertaking work and duties relating to employment matters and pay.
- Conducting annual appraisals for staff, and regularly reviewing and updating job descriptions

In line with our Financial Regulations 2026, and the Terms of Reference of the Personnel Committee, pay rates and incremental progression on the NJC Pay Scales will be reviewed at least annually to ensure they remain consistent with NJC pay scales and other contractual terms included in the 'Green Book' or other local contractual terms are agreed.

Duties to provide pension schemes will be monitored and reviewed annually.

Pay rates and increment changes will apply either from 1st April annually, following approval of a resolution stating the new rates of pay is passed by the Council after recommendation by the Personnel Committee.

Staff are paid in arrears, by bank transfer on the last Wednesday of each month, except in December, when wages are paid on the Wednesday prior to Christmas Day.

Resolutions of the relevant committee and / or the full Council will be published in accordance with our Publication Scheme, and Transparency Code while remaining compliant with the Data Protection Act 2018 and employee confidentiality.

HMRC Real Time Information will be operated diligently.

Rates of Pay and Pay Review

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 and when starting will be appointed within a defined salary scale published for their role. This information will be included in the advertisement for the role and in the employment contract.

Additionally, as this is a new policy, the rates of pay have been included as an attachment to this document, with some further rationale, to aid the Personnel Committee to make decisions about pay.

Toft Newton Parish Council employees are appointed on a defined salary scale with incremental increases the starting salary on appointment will normally be at the lower end of the salary scale, subject to negotiation based on the appointee's level of relevant knowledge and experience.

Progression within the pay scale will be based on satisfactory performance.

Under standard NJC terms and conditions one salary point would be added to the Clerk's 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.

However, Toft Newton Parish Council have previously agreed to the following rate increases:

One extra spinal column point (SCP) within the defined pay scale, currently scp 2-5, for the Playground Warden upon successfully completing:

- The Routine Playground Inspection Training (one-day course with examination) and inclusion on the Register of Play Inspectors International.

And to move the Clerk to a higher pay range upon completion of the CiLCA qualification.

The one additional point for the extra qualifications up to a maximum of four points, would be automatic, up to the top of the revised pay scale, currently scp 14 - 17, any pay increases above this would be determined on a case-by-case basis.

When NJC pay scales are amended the Personnel Committee will consider the changes and recommend amendments to full Council.

Currently the lowest point in the NJC pay scale is scp 2, however, once the 2026-27 pay award is settled, scp 2 will be abolished, therefore, the Playground Warden's pay scale will need to be reviewed.

In the event of changes to a job role and tasks the Personnel Committee will consider how that may affect pay and, if necessary, undertake a job evaluation to be able to determine the appropriate rate of pay to recommend to the full Council.

Complaints and appeals

In the event of any worker employed by Toft Newton Parish Council bringing a complaint or grievance to the Proper Officer, a Councillor or to the Personnel Committee it will be dealt with under the Grievance Policy for employed staff and under the Complaints Policy for those not employed by the Council.

Responsibilities

Ultimately the full Council is responsible for ensuring that employees are treated equitably.

The Personnel Committee is also responsible for ensuring the implementation and monitoring of this policy.

The Personnel Committee has an additional responsibility to ensure that starting salaries are consistent with this policy.

Reviews

Toft Newton Parish Council will review this policy as per the schedule below, or sooner if changes to local or national guidance or legislation require a revision to take place sooner.

Previous versions of this policy will be retained on the Zoho WorkDrive and will have a version number appended to their file name.

Approved by Toft Newton Parish Council on:

7th July 2026

First review due:

September 2027

Then review:

Annually
