



SHERE PARISH COUNCIL

PAY POLICY

1. Introduction

1.1 Shere 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 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.

3.2 All staff members pay will be determined by SPC assessment, which will take note of the Joint Council for Local Government Services (NJC) published pay scales.

3.3 Staff members will be appointed to either a defined salary scale point, or within a defined salary scale published for their role.

3.4 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.

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 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

4. Pay reviews

4.1 Each staff member will receive an annual appraisal, which will include a review of their salary.

4.2 To increase the consolidated annual salary at June 1st of each year by the annual percentage increase in the CPI as determined by reference to the CPI as at the end of June of the current year, that increase to be consolidated for determination of the Council's pension contribution.

Plus a non-consolidated payment of up to 3% of the new consolidated annual salary – the actual proportion of this 3% to be paid being determined by the Human Resources Committee's recommendation, such recommendation to be based upon any exceptional demands and circumstances dealt with in the preceding year that should be recognised, and the level of performance in the preceding year relative to normal expectations of an experienced clerk and achievement against specific performance targets or indicators established by Council or agreed as part of the Clerk's Annual Appraisal. This element of pay to be non-pensionable and not consolidated

4.3 Increments will be payable on the 1st June.

4.4 Progression for staff members appointed on a single point salary will depend on their performance and will be subject to agreement by the Shere Parish Council. Increments for staff members on a single point salary will be payable on a date to be agreed by Shere Parish Council.

5. Salary payments

5.1 Staff members are paid in arrears, and receive payment by bank transfer on the 25th of each month, or if the 25th is a weekend or bank holiday, the previous working day.

5.2 In December, pay day will be moved forwards to the 20th of the month, or if the 20th is a weekend or bank holiday, the previous working day. In this instance, overtime claims up to and including the 14th of December will be paid.

Adopted	Reviewed	Re-adopted
2 nd July 2019	Reviewed by HR 22 nd April 2024	10 th July 2025
	To reviewed July 2026	