

KIRKBY LA THORPE PARISH COUNCIL

PAY POLICY

1. Equal Pay Statement

Kirkby La Thorpe Parish Council actively promotes equal opportunities in employment. It welcomes diversity within its workforce. It is committed to the principle that mechanisms to determine both the pay and other terms and conditions of employment of all its workers and 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.

2. The Law

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. 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. The Law requires the Council, and any representative staffing committee, to ensure that equal pay is given to employees carrying out like work or work seen as equivalent or work of equal value.

3. Definitions

For the purposes of this policy and in line with relevant legislation, pay is defined by the NALC pay guidelines for Parish Clerks and RFO's.

Pay therefore includes pensions, discretionary bonuses and sick pay and all other terms and conditions, and any additional benefits.

4. Action to Implement Policy

In order to show commitment to equal pay in practice, the Council, or representative staffing committee, will:

- operate a pay system, which is transparent, based on objective criteria, and free from unlawful bias.
- provide training and guidance (via LALC) for the Parish Clerk and Councillors who make decisions about pay and benefits.
- monitor of the impact of its pay practices.
- pay rates and the review mechanism that will be used to determine future pay movements.

The Council, or representative staffing committee, will apply the pay agreements reached by the National Joint Council Agreement on Pay and Conditions of Service. (NALC)

The Lincolnshire Association of Local Councils (LALC) will be the vehicle for this information. Relevant findings will be presented by the Parish Clerk for implementation on the anniversary of the member of staff commencing their role or other appropriate point in time as is necessary.

All posts are subject to grading by job evaluation. The starting salary on appointment will normally be at the lowest level of the salary scale / subject to negotiation, however this starting point must be based on the appointee's level of relevant or transferable experience.

Progression beyond the starting salary will be dependent on service and positive performance recommendation and will take effect from a date agreed by the Council, or representative staffing committee, but at least annually after the clerk's annual appraisal.

There will be further pay progression based on attaining accredited training and certification. The associated award will be at the discretion of the full Council, or representative staffing committee.

5. Complaints Procedure

Complaints about a breach of equal pay should, in the first instance, be made to the Chairman of the Parish Council, or representative staffing committee. Employees should seek the advice of the recognised trade union. The complaint must be dealt with through the agreed and adopted Grievance Procedures.

The Parish Council will work in partnership with the trade unions to find resolutions to any legitimate concerns regarding equal pay.

6. Monitoring

The Full Council, or representative staffing committee, will review the findings of the equal pay audit.

7. Responsibilities

Ultimately the Council, or representative staffing committee, is responsible for ensuring that employees are treated equitably and ensuring the implementation of this Policy.

The Council, or representative staffing committee, are responsible for agreeing that starting salaries are consistent with this policy.