

BINGLEY TOWN COUNCIL

Bingley Town Council, Myrtle Place, Bingley, BD16 2LF



Pay Policy

Date of review: 8th November 2022

Next review date: July 2025

Bingley Town Council recognises the importance of managing pay fairly and consistently in a way that motivates staff to make a positive contribution to the work of the Council.

1. The aim of the Council is to ensure that staff are rewarded fairly for the work they do and that it can attract and retain suitably qualified staff. The approach to pay and reward must be affordable and supports the provision of cost effective public services.
2. The approach aims to reflect fairness and equality of opportunity, the need to encourage and enable staff to perform to the best of their ability and the desire to operate a transparent pay and gender structure. The Council is committed to ensuring that individuals are not discriminated against in accordance with the Equality Act 2010.
3. The Town Council will ordinarily use the nationally negotiated pay spine determined by the National Joint Council for Local Government Services (NJC). These are informed by job evaluation or benchmarking processes that determine the appropriate scale pay of employees within the scheme's pay ranges. The National Association of Local Councils (NALC) will be the vehicle for this information. Annual pay awards when agreed by the NJC will ordinarily be implemented with effect from 1 April each year.
4. Starting salary on appointment will normally be the lowest pay point on the appropriate salary scale. However, the Council may consider previous qualification and experience in determining the starting pay (within the pay scale.)
5. It may on occasion be necessary to take account of external pay levels in the labour market to attract and/or retain employees with particular skills and experience. In these circumstances, the Council would ensure that any pay decision would be objectively justified and would be supported by transparent evidence of relevant market comparators.

6. Progression through the incremental pay scale of the relevant grade is dependent on employees meeting required performance standards, which is assessed on an annual basis and linked to the annual performance and development review (PDR). A PDR to each employee should be undertaken where possible around the anniversary of appointment (the incremental date). If performance requirements have been met, the effective date for change in pay will be the incremental date.
7. There will be no further pay progression once an employee reaches the maximum spinal point for their salary scale.
8. It is recognised that pay is not the only means of rewarding and supporting staff and the Council will offer other benefits such as access to training and development and pension arrangements. Employees of the Council are given the opportunity to have a NEST workplace pension.
9. Ultimately the Town Council is responsible for ensuring that employees are treated fairly in accordance with relevant equalities legislation. The Staffing Committee is responsible for ensuring the implementation of this policy.