

COLWICH PARISH COUNCIL



PD108 PAY POLICY

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Pay Policy – PD108

Revision history

This document was originally written by:

Name	Position	Date
Michael Lennon	Chief Officer	October 2024

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Employment Committee	June 2026
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Chairman of Council	Wendy Plant

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Revision History

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1	07/2025	PD108-01	Initial Issue	NA
2	07/2026	PD108-02	Annual review	All

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1 PURPOSE

- 1.1** Under section 112 of the Local Government Act 1972, Colwich Parish Council (the Council) has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”.
- 1.2** This Pay Policy Statement (the ‘statement’) sets out the Council’s approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. The purpose of the statement is to provide transparency regarding the Council’s approach to setting the pay of its employees by identifying:
 - 1.2.1** The methods by which salaries of all employees are determined.
 - 1.2.2** The Committee responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to the Full Council.
- 1.3** This policy statement has been approved by the Council and is effective from 3rd July 2025. It will be subject to annual review and in accordance with new or proposed legislation to ensure that it remains relevant and effective.

2 ACCOUNTABILITY AND DECISION MAKING

- 2.1** In accordance PD002 (Committees), the Employment Committee is responsible for recommending proposals to the Full Council in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to officials of the Council.

3 RESPONSIBILITY AND SCALE

- 3.1** The Council is directly responsible for a budget of £313,607 and for the employment of 7 officials. The Council provides services to a total population of 4,703 residents (census 2021) as well as visitors to the National Trust, Shugborough and Cannock Chase Area of Outstanding Beauty.

4 THE COUNCIL’S PAY STRATEGY

- 4.1** In determining the pay and remuneration of its officials, the Council will comply with all relevant employment legislation. This includes the Employment Rights Act 2025, the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. With regard to the Equal Pay requirements contained within the Equality Act, the Council ensures that all pay arrangements can be objectively justified using Job Evaluation methods.
- 4.2** The Council takes the following approach (or equivalent) to assessing individual and overall pay levels:
 - 4.2.1** Defining the role – this describes the activities, responsibilities, accountabilities and behaviours which relate to each job and helps ensure

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that the role and its requirements is fully understood by the individual, the manager and the Council. This allows the Council to assess the performance of its staff and so improves efficiency and effectiveness.

- 4.2.2** Determining the job size – this process ranks all the Council’s jobs by using job evaluation techniques to ensure fairness and transparency and to allow for direct comparison between roles.
- 4.2.3** Determining overall pay levels – this allows the Council to assess the right pay policy and pay levels based on several key factors, including ability to pay, national pay comparators, local and regional pay comparators, etc.
- 4.2.4** Determining pay structure – pay is frequently made up of several elements. The Council has adopted an approach which includes... (basic pay, incremental progression related to service or performance, financial and non-financial benefits, performance-related pay, etc).
- 4.2.5** Where different pay arrangements apply to different groups of staff the reasons are clearly evidenced and documented. The Council’s approach to pay is detailed below and where different arrangements are in place these are explained.
- 4.2.6** Recruiting the right staff – where necessary the Council may apply market supplements or other individual pay levels for specific roles to ensure that it can recruit the best staff. This approach will only be adopted where there is clear evidence of recruitment difficulty, and any such payments will be time limited and in accordance with Council policy.

5 PAY DESIGN

- 5.1** The Council’s pay policy is based on the NJC “Green Book” nationally negotiated pay scheme which applies to local government employees.
- 5.2** The Council’s pay ratio, the difference between its highest paid official and the median pay is 1.966:1, excluding additional qualification spine points.

SIGNED	<i>W Plant</i>
COUNCILLOR WENDY PLANT, PARISH COUNCIL CHAIRMAN	