



Framlingham Town Council

Framlingham Town Council Pay Policy Statement 2021-2022

Once approved by Full Council, this Pay Policy Statement will come into immediate effect.

The importance of providing an open, transparent and equitable pay grading arrangement which results in the employment of suitably skilled employees who provide high quality services to its residents and visitors, is important to Framlingham Town Council. It is equally important that employees are rewarded appropriately, not only by salary but enabling access to training and development.

The Town Council welcomes Government recognition that each Local Council remains an employer in its own right and has the freedom to determine its own pay policies and structures to address local priorities and deliver value for money services for the community.

The Town Council will normally use nationally negotiated pay schemes informed by job evaluation or benchmarking processes to determine the pay of employees within the schemes pay ranges.

This statement provides the framework under which the Council will reward employees.

Town Clerk

When determining salary levels relevant evidence is considered using the NALC/SLCC spinal point calculator which is then mapped on to the Local Council Grade Structure. The terms and conditions of the Town Clerk are determined by the National Joint Council (NJC) for Local Government (the green book) with variation at a local level. The final decision on salary is agreed between the Town Council and the Officer at appointment.

The scale and spinal column point set for the post of Town Clerk takes into consideration several elements including the number of committees, the population, number of staff, budget levels (precept), delegated powers and role of the Responsible Finance Officer. If the post holder holds or subsequently obtains a CILCA qualification, one spinal column point increase will be given in recognition. The salary scale of this post was independently reviewed in 2018 by LCPAS with input from NALC and SLCC. Currently there are no provisions for bonus or performance related pay. Progression through the spinal column points of a grade requires acceptable performance to have been achieved in the previous year as measured by the HR Sub Committee and Appraisal system. The salary paid falls below the limit required for publication by Government (Transparency Code).

This is reviewed when there are significant responsibility changes or when the post becomes vacant.

Deputy Town Clerk

The Deputy Town Clerks salary has been set within the Local Council Grade Structure on a grade equating to:-

Town Clerk's scale minus 4 scale ranges – if unqualified or not meeting the necessary level of experience.

Town Clerk's scale minus 3 scale ranges – if qualified with 2 years qualified experience.

The terms and conditions of the Deputy Town Clerk are determined by the National Joint Council (NJC) for Local Government (the green book) with variation at a local level. If the post holder holds or subsequently obtains a CILCA qualification, one spinal column point increase will be given in recognition. The Deputy Town Clerk post was newly established in 2018. Currently there are no provisions for bonus or performance related pay. Progression through the spinal column points of a scale range requires acceptable performance to have been achieved in the previous year as measured by the Town Clerk, HR Sub Committee and Appraisal system. The final decision on salary is agreed between the Town Council and the Officer at appointment.

The salary paid falls below the limit required for publication by Government (Transparency Code).

This is reviewed when there are significant responsibility changes or when posts become vacant.

Administration Staff

This post's scale range is based on evaluation of the functions and responsibilities of the post measured against the local job market and those of other Town and Parish Councils and placed on the appropriate Local Council scale range.

A revision will be made when responsibilities change or when the post becomes vacant.

The salary paid falls below the limit required for publication by Government (Transparency Code).

Pay multiple

Framlingham Town Council has to publish the pay multiple on their website defined as the ratio between the highest taxable earnings for a given year and the median earnings figure of the whole of the councils workforce.

The pay multiple is currently **2.34**

Gender equality reporting

Framlingham Town Council is committed to equal pay across genders.

Local Government Pension Scheme

All employees are automatically enrolled in the Local Government Pension Scheme unless they chose to opt out.

The Pay Policy Statement will be produced for each financial year 1st April -31st March, following an annual review by the Town Council. An independent review will be carried out every three years.

Should the HR Sub Committee deem it necessary to amend the statement during the year that it applies, an appropriate resolution will be put to Full Council for agreement.

NB: Applicable to Framlingham Town Council

Scale Ranges	Spinal Column Point
LC	1-5 (for staff other than clerks)
LC1	5-6 (below substantive range)
LC1	7-12 (substantive benchmark range)
LC1	13-17 (above substantive range)
LC2	18-23 (below substantive range)
LC2	24-28 (substantive benchmark range)
LC2	29-32 (above substantive benchmark range)
LC3	33-36 (below substantive range)