



Pay Review Policy

Ilfracombe Town Council

Introduction

Ilfracombe Town Council (ITC) is a fair pay employer and believes that its employee Terms and Conditions of Employment (T&CE) reflect national, and local, pay and industry standards.

The Council acknowledges that there are circumstances to suggest an employee may be entitled to a change to the T&CE. This document seeks to set out the conditions by which a pay review is triggered/considered. It is important, therefore, that the way in which these reviews are conducted and the outcomes for the Council's employees are uniformly applied.

This policy is underpinned by both local and national directives and legislation relating to employee grievances and it does not seek to contradict this guidance. Policy provides guidance to all parties on the circumstances by which the Council rewards the acquisition of knowledge, skills and qualification.

National Guidance and Legislative Organisations

Where appropriate ITC will consider ACAS and Trade Union guidance and advice regarding employee T&CE. ITC will also refer to the National Joint Council recommendations for guidance if required.

The ITC Pay Review process aims to provide fair and equitable pay to staff in relation to the job that they perform and their contribution to the Council's Strategic Plan. However, it must be recognised that this process may be affected by:

- Nationally negotiated pay levels
- The Council's performance and its ability to pay

Guidance

ITC does not operate a performance-related pay process and all employees are appointed to an agreed fixed annual salary. ITC does not award additional increments based on an above average performance or an effective contribution to the Council's business.

Therefore, in general terms the Council will not increase an individual's pay on the basis of performance.

However, there are circumstances where an increase in salary is appropriate. Briefly, these conditions are:

- Where there has been an incremental increase (agreed change) to the post and the employee is required to perform using enhanced core skills and knowledge and the appropriate training has been completed.
- When an employee has completed an appropriate post-appointment professional qualification.
- Where ITC has imposed/required significant changes which result in the post containing significantly greater responsibility that is not reflected in their current Job Description.

Process

An employee believing that they have a case for pay review should in the first instance discuss this with their line manager. After this, if the employee wishes to make a formal request for a pay review a written request should be presented via their line manager to the Staffing Committee.

A written request for a pay review must reference the appropriate guidance in support of the request.

This request and the manager's observations and evidence will be considered at the first available Staffing Committee meeting and the employee informed of the decision within 10 working days of the meeting.

Should a pay review be agreed then any increase in salary will be effective from the 1st of the month following approval.

Conclusion

Iffracombe Town Council is striving to devise new ways of working that best deliver the range and quality of services required, to best meet the needs of its residents.

The Council also recognises that as a caring employer its staff should receive recognition for the skills and competencies acquired throughout their career, and that its pay structure needs to be fair and transparent.

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Adopted: 13/11/17

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