



Pay Policy

Adopted by Marden Parish Council on: 17th January 2017

Reviewed: 20th November 2018 / June 2019 / 6th April 2021 / 8th March 2022 / October 2024

Review Date: March 2025

HUMAN RESOURCES SUB-COMMITTEE

PAY POLICY

Marden Parish Council Employed Staff

All staff (both office and grounds staff) are appointed to a grade within the range for the position set out in the National Association of Local Councils (NALC) 2004 National Agreement on Pay and Conditions of Service.

National Joint Council (NJC) salaries are reviewed annually and the Parish Council will award any increase agreed at the national negotiations. These awards normally take effect from 1st April.

A member of the HR Sub-Committee reviews individual performance of staff at least annually and reports back to the Committee. The HR Sub-Committee will determine if an inflationary only increase (based on the Consumer Price Index (CPI)) should apply or whether an incremental increase should apply.

Criteria for an incremental increase:

- Progression towards a professional qualification relevant to the role
- Extent to which the jobholder has performed the role. Has the jobholder met expectations or exceeded expectations?
- How has the jobholder dealt with difficult situations during the year, how many have there been and how have they handled them?
- Has the jobholder improved processes or services delivered by MPC? Has this resulted in cost containment?
- Has the jobholder been instrumental in MPC receiving any awards or accreditations during the year?
- Has the Council, or any individual Councillor received any feedback about the employee?

Additionally, in the case of exceptional performance the HR Committee can recommend to the Council that a non-consolidated annual bonus of up to, but no more than, £1000 can be made. (This would be subject to normal PAYE/NIC deductions).

Play Scheme Staff

Play Scheme staff are employed for two weeks each year for the Summer Play Scheme and will have an hourly rate in line with the National Living Wage set by the UK Government.

Office Opening Times

Mondays, Tuesdays & Fridays 10am - 12 noon

www.mardenkent-pc.gov.uk

Email: clerk@mardenkent-pc.gov.uk

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