

POLICY AND PROCEDURE: SALARY REVIEW

PURPOSE: To define and describe the policy and procedure for reviewing the salaries for all employees of Melbourn Parish Council.

SCOPE: This document refers to employees with permanent contracts. Fixed term contract employees and service providers to Melbourn Parish Council are not included.

POLICY:**1. Principles:**

- 1.1 Melbourn Parish Council Salary review policy is conducted by reference to National Association of Local Councils (NALC) pay award guidelines (published and updated annually). **Note:** An example copy of these guidelines, together with salary scale ranges and hourly rates, is attached to this document for reference.
- 1.2 It is the expectation that increments will be made to the basic hourly rates for all salaried according to NALC Guidelines, Parish Council funding and financial planning permitting.
- 1.3 NALC guidelines include direction on the hourly rates to be applied for Clerk and Assistant Clerk positions, and detail scale point movements related to changes and/or improvement to relevant qualifications for Parish Clerks/Assistant Clerks (LC scales). Clerk qualifications will be recognised.
- 1.4 NALC guidelines also include hourly rate and scale-point guidelines for other non-parish office staff or others who might fall outside this definition and below the LC scales.
- 1.5 Where a job is defined outside the normal range of Parish Clerk or Assistant Clerk it is the policy of Melbourn Parish Council to also apply the NALC scales in a way that best reflects each job relative value, and the job context with respect to all other paid roles in the organisation.
- 1.6 It is the policy of Melbourn Parish Council not to award hourly rate increases to employees on merit or perceived contribution.
- 1.7 All permanent employees will receive an annual and mid-year appraisal (see policy 5.11) and be assigned either (a) Standard Performance or (b) Less

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than Standard Performance with development needs. This appraisal framework is not directly connected to pay and salary awards.

2. Procedure:

- 2.1 On employment, all permanent staff will be assigned the scale point and hourly rate as defined by their contract and as indicated in the latest version of the NALC Salary Awards Guidelines.
- 2.2 All employees, whether new or existing, will be made aware of the NALC guidelines and how they are used.
- 2.3 New employee contracts will define any agreed probationary review or appraisal that may affect interim hourly rate or scale point.
- 2.4 All employees will receive annual appraisal at which an opportunity is available for either employer or employee to discuss or clarify salaries and hourly rates.
- 2.5 On the annual publishing of updated NALC scales Melbourn Parish Council will include any recommended increases as part of the budget setting process for the subsequent operating year. Such increases, while subject to the normal approval process, will not normally be questioned and be an assumed cost element for the precept commencing in April of each new financial year.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting:

Review Policy: Every 12 months

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2 March 2022

E01-22 | 2021-22 NATIONAL SALARY AWARD

We have been informed that the National Joint Council for Local Government Services (NJC) has agreed the new rates of pay applicable from 1 April 2021. They state:

"Pay

Agreement has been reached on rates of pay applicable from 1 April 2021.

Employers are encouraged to implement this pay award as swiftly as possible.

Backpay for employees who have left employment since 1 April 2021

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2021 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the Local Government Pension Scheme (LGPS), the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in [section 15 of the HR guide](#) which is available on the [employer resources section](#) of www.lgpsregs.org"

The annex below lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These should be applied from 1 April 2021.

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Annex 1

SCP	1 April 2020		1 April 2021		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
1	£17,842	£9.27	£18,333	£9.53	Below LC Scale (for staff other than clerks)
2	£18,198	£9.46	£18,516	£9.62	
3	£18,562	£9.65	£18,887	£9.82	
4	£18,933	£9.84	£19,264	£10.01	
5	£19,312	£10.04	£19,650	£10.21	
5	£19,312	£10.04	£19,650	£10.21	LC1 (5-6) (below substantive range)
6	£19,698	£10.24	£20,043	£10.42	LC1 (7-12) (substantive benchmark range)
7	£20,092	£10.44	£20,444	£10.63	
8	£20,493	£10.65	£20,852	£10.84	
9	£20,903	£10.86	£21,269	£11.05	
10	£21,322	£11.08	£21,695	£11.28	
11	£21,748	£11.30	£22,129	£11.50	
12	£22,183	£11.53	£22,571	£11.73	LC1 (13-17) (above substantive range)
13	£22,627	£11.76	£23,023	£11.97	
14	£23,080	£12.00	£23,484	£12.21	
15	£23,541	£12.24	£23,953	£12.45	
16	£24,012	£12.48	£24,432	£12.70	
17	£24,491	£12.73	£24,920	£12.95	LC2 (18-23) (below substantive range)
18	£24,982	£12.98	£25,419	£13.21	
19	£25,481	£13.24	£25,927	£13.48	
20	£25,991	£13.51	£26,446	£13.75	
21	£26,511	£13.78	£26,975	£14.02	
22	£27,041	£14.05	£27,514	£14.30	
23	£27,741	£14.42	£28,226	£14.67	
24	£28,672	£14.90	£29,174	£15.16	LC2 (24-28) (substantive benchmark range)
25	£29,577	£15.37	£30,095	£15.64	
26	£30,451	£15.83	£30,984	£16.10	
27	£31,346	£16.29	£31,895	£16.58	
28	£32,234	£16.75	£32,798	£17.05	

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	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
29	£32,910	£17.10	£33,486	£17.40	LC2 (29-32) (above substantive benchmark range)
30	£33,782	£17.56	£34,373	£17.87	
31	£34,728	£18.05	£35,336	£18.37	
32	£35,745	£18.58	£36,371	£18.90	
33	£36,922	£19.19	£37,568	£19.53	LC3 (33-36) (below substantive range)
34	£37,890	£19.69	£38,553	£20.04	
35	£38,890	£20.21	£39,571	£20.57	
36	£39,880	£20.73	£40,578	£21.09	
37	£40,876	£21.25	£41,591	£21.62	LC3 (37-41) (substantive benchmark range)
38	£41,881	£21.77	£42,614	£22.15	
39	£42,821	£22.26	£43,570	£22.65	
40	£43,857	£22.79	£44,624	£23.19	
41	£44,863	£23.32	£45,648	£23.73	
42	£45,859	£23.84	£46,662	£24.25	LC3 (42-45) (above substantive benchmark range)
43	£46,845	£24.35	£47,665	£24.77	
44	£48,017	£24.96	£48,857	£25.39	
45	£49,213	£25.58	£50,074	£26.03	LC4 (46-49) (below substantive range)
46	£50,451	£26.22	£51,334	£26.68	
47	£51,702	£26.87	£52,607	£27.34	
48	£52,843	£27.47	£53,768	£27.95	
49	£54,323	£28.23	£55,274	£28.73	
50	£55,684	£28.94	£56,658	£29.45	LC4 (50-54) (substantive benchmark range)
51	£57,071	£29.66	£58,070	£30.18	
52	£58,975	£30.65	£60,007	£31.19	
53	£60,873	£31.64	£61,938	£32.19	
54	£62,779	£32.63	£63,878	£33.20	

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	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
55	£64,699	£33.63	£65,831	£34.22	LC4 (55-62) (above substantive benchmark range)
56	£66,594	£34.61	£67,759	£35.22	
57	£68,513	£35.61	£69,712	£36.23	
58	£70,394	£36.59	£71,626	£37.23	
59	£72,178	£37.51	£73,441	£38.17	
60	£74,000	£38.46	£75,295	£39.13	
61	£75,865	£39.43	£77,193	£40.12	
62	£77,783	£40.43	£79,144	£41.14	

*** Hourly Rates**

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours