



GILLINGHAM TOWN COUNCIL

The Town Hall, School Road, Gillingham, Dorset SP8 4QR

Pay Policy Statement 2025 - 2026

1. Introduction and Purpose

This pay policy statement describes Gillingham Town Council's policies that relate to the pay of its workforce, particularly its senior officers and its lowest paid workers.

Under section 112 of the Local Government Act 1972, the council has the "power to appoint officers on such reasonable terms and conditions as it thinks fit". This Pay Policy Statement ('the statement') sets out the council's approach to pay in accordance with the requirements of Section 38 of the Localism Act 2011. The purpose of the statement is to provide transparency with regard to the council's approach to setting the pay of its employees by identifying:

- the methods by which salaries of all employees are determined, and
- the detail and level of remuneration of its most senior staff, as defined by the relevant legislation.

2. Accountability and Decision Making

Under the Local Government Act 1972 s101(a) the Town Council has the power to arrange for the discharge of its functions to a committee, sub-committee or officer of the authority. However, the appointment of a new Town Clerk, further to a recommendation from the appointed recruitment panel, can only be determined by resolution of the Full Council.

In accordance with the Scheme of Delegation and Standing Orders of the council, the HR Committee is responsible for decision making in respect of the pay, terms and conditions and severance arrangements relating to employees of the council.

3. Responsibility and Scale

Gillingham Town Council is currently directly responsible for a budget of £1,172,116 (2025/26) and for the employment of 15 members of staff. The council provides services to a current population of 11,968 residents plus visitors to the town.

4. The Council's Pay Strategy

In determining the pay of its employees, the council will comply with all relevant employment legislation. This includes the Equality Act 2010, the Part-time Employment (Prevention of Less Favourable Treatment) Regulations 2000, the Agency Workers Regulations 2010 and, where relevant, the Transfer of Undertakings (Protection of Employment) Regulations 2006.

Regarding the Equal Pay requirements contained within the Equality Act, the council ensures that all pay arrangements can be objectively justified using Job Evaluation methods. The council takes the following approach to assessing individual and overall pay levels.

- **Defining the role** – this describes the activities, responsibilities, accountabilities and behaviours which relate to each job and helps ensure that the role and its requirements are fully understood by the individual and the manager. This allows the council to assess the performance of its staff and so improves efficiency and effectiveness.
- **Determining the job size** – this process ranks all the council's jobs by using job evaluation techniques in order to ensure fairness and transparency and to allow for direct comparison between roles.
- **Determining overall pay levels** – this allows the council to assess the right pay policy and pay levels based on a number of key factors which include, but are not limited to, ability to pay, national, local and regional pay comparators.
- **Determining pay structure** – this council has adopted an approach which includes basic pay incremental progression related to service or performance.
- **Recruiting the right staff** – where necessary, the council may apply market supplements or other individual pay levels for specific roles in order 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

Gillingham Town Council's pay policy is based on the National Joint Council for Local Government Services nationally negotiated pay scheme which applies to local government employees. The most recent pay award £1,290 (pro rata for part-time employees) per annum on pay points 2-43 from 1 April 2024.

All locally determined pay points above the maximum of the pay spine but graded below deputy chief officer, were increased by 2.50 per cent, in accordance with Green Book Part 2 Para 5.41.

6. Pay Structure

- **Pay Grades and Progression** - progression through the pay grades is based on meeting identified performance goals and a combination of service to the council. New employees will usually be appointed to the minimum pay level for the relevant grade. Managers have the discretion to recommend an employee for acceleration of increments within the grade when they have demonstrated exceptional performance.
- **Service Related Pay Increments** – a member of staff will become eligible for these increments following a minimum of 12 months' service.
- **Pay Supplements** - from time to time it may be necessary to pay special allowances or supplements to individual employees as part of their employment contract where specific circumstances require this and where it can be justified in accordance with council policies. Such allowances are negotiated nationally or locally through collective bargaining arrangements and/or as determined by council policy. The council may use the following:
 - Allowances to attract and retain employees with experience, skills and capacity, for example when there are skills shortages locally or nationally.
 - Special payments where an employee has taken on additional duties and responsibilities for a defined period; for example, covering a vacancy or taking on a special project.

The council will ensure that the requirement for an additional allowance or supplement is objectively justified by reference to clear and transparent evidence and, where market supplements are considered, that this is with reference to data available from within and outside the local government sector.

OTHER EMPLOYMENT-RELATED ARRANGEMENTS

7. Local Government Pension Scheme (LGPS)

Subject to the qualifying conditions of the scheme, employees will be enrolled into the Local Government Pension Scheme (LGPS) at the start of their employment. The employee contribution rates for 2025/26, range between 5.50% and 12.5% of pensionable pay (although employees can join the 50/50 scheme and pay 50% of these amounts).

The Employer contribution rates are set by Actuaries advising each of the 89 local LGPS funds and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The current rate was reviewed in 2022 and is 22% for the years 2023/24, 2024/25 and 2025/26.

8. Professional Fees

Where the council's HR Committee determines that membership of a professional body is essential for the continuous professional development of an employee, the council will pay the fees of that professional body as set out in the Council's Training and Development Policy.

9. Business Travel and Expenses

Where employees are required to travel during their duties, they are expected to determine the most appropriate form of transport considering the total cost, travel time and carbon emissions. The cheapest form of transport will normally be chosen unless the travel time is unreasonable. If there are two forms of transport with comparable costs, the transport with the lowest carbon emissions must be selected unless the travel time is unreasonable. If public transport is used, the cheapest travelling fare should be chosen. It is the council's policy not to pay for first class travel.

10. Mileage Allowances

Where employees use their own vehicles for business purposes, the mileage allowance will be paid at the HMRC rates applicable at the date of travel [Travel — mileage and fuel rates and allowances - GOV.UK](#)

11. Subsistence Payments

Employees may claim reimbursement of reasonable additional expenditure for sustenance and/or accommodation incurred whilst they are working away from their normal place of work and unable to follow their usual arrangements. Such claims will normally be paid only in circumstances where employees are required to travel out of the area and incur an overnight stay.

Where it is agreed that the journey will be made in a single day claims will be paid in accordance with HMRC rates, subject to prior approval from the Town Clerk [Travel and subsistence costs - GOV.UK](#)

12. The Town Clerk and Senior Management Team

Due to the nature and responsibilities of their role, the Town Clerk and the Senior Management Team (Works Manager and RFO) are normally employed on permanent employment contracts. When recruiting to all posts the council will take full and proper account of its own Equal Opportunities Policy. The determination of the remuneration to be offered to any newly appointed Town Clerk or member of the Senior Management Team, will be in accordance with the pay structure and relevant policies in place at the time of recruitment.

In exceptional circumstances, where the council remains unable to recruit a Town Clerk or member of the Senior Management Team, or where there is a need for interim support to provide cover for a vacant post, the council may consider engaging an individual through a 'contract for services'.

Such arrangements can be advantageous because they can reduce employment costs and are flexible because they can be used for short periods of time without the need to pay termination payments. Where these arrangements are used, the council will use relevant procurement processes to ensure that it can demonstrate value for money. Such arrangements will be kept under regular review by the HR Committee.

13. Lower Paid Employees

The lowest paid persons employed under a contract of employment with the council are employed on full time (37 hours) equivalent salaries in accordance with the minimum spinal column point currently in use within the council's grading structure. As at 1 April 2025, this is £25,992 per annum (the council applies a living wage policy). The council may employ apprentices who are not included within the definition of 'lowest paid employees' as they are employed under an approved apprenticeship standard.

14. Pay Multiple

As described above, the council uses an established process of defining roles, determining job size and salary levels. This process determines the relationship between the rate of pay for the lowest and highest paid employee, described as the pay multiple. The current pay multiple, as at May 2025 between the lowest paid employee and the Town Clerk is 1:2.2. This is as currently recommended by The Hutton Review of Fair Pay in the Public Sector and will be monitored and recorded annually.

15. Payments on Termination of Employment

Any payments falling outside the provisions of 'the statement' or the relevant periods of contractual notice are subject to a formal decision made by the HR Committee to approve such payments and will be determined on a case by case basis.

It is not the council's policy to re-employ or to contract with senior managers who have been made redundant from the council, unless there are exceptional circumstances where their specialist knowledge and expertise is required for a defined period or unless a period of 1 year has elapsed since the redundancy and circumstances have changed.

16. Publication of Pay Statement

Upon approval by the Full Council, this statement will be published on the council's website.

In accordance with the Accounts and Audit Regulations 2015 the town council will publish the following information:

- the number of employees whose annual remuneration was at least £50,000 in brackets of £5,000;
- details of remuneration and job title of certain senior employees whose salary is at least £50,000, and
- employees whose salaries are £150,000 or more, identified by name.

In addition to this, the town council will place a link on their website to these published data or place the data itself on their website, together with a list of responsibilities (for example, the services and functions they are responsible for, budget held and number of staff) and details of bonuses and 'benefits-in-kind', for all employees whose salary exceeds £50,000.

17. Review

The Pay Policy Statement was presented to the Finance and Policy Committee meeting held on 16 June 2025, for approval and adoption minute no. 158d and ratified at the Full Council meeting on 23 June 2025.

This statement will be subject to review by the council's Finance and Policy Committee by 30th June 2026.

Signed by:

The Mayor of Gillingham: _____ Date: _____