

KESGRAVE TOWN COUNCIL

Salaries Policy

1. Purpose

This policy sets out the principles governing the remuneration of Council's employees. It should be read in conjunction with employees' contracts of employment and Council's Employee Handbook and Expenses Policy.

2. National Agreement

Council adopts the National Joint Council (NJC) for Local Government Services National Agreement on Pay and Conditions of Service (commonly known as the "Green Book"), as incorporated into the National Association of Local Councils (NALC) terms and conditions, unless otherwise resolved by Council.

3. Salary Scales

Each employee shall be appointed to an appropriate Local Council (LC) salary scale and Spinal Column Point (SCP), determined according to the duties and responsibilities of the post and the NALC/SLCC job evaluation methodology.

Council has resolved to register as a Real Living Wage employer and will apply the prescribed minimum hourly rate if this is higher than the rate otherwise applicable from this policy.

4. National Pay Awards

Nationally agreed annual pay awards negotiated through the NJC and adopted by NALC shall be applied by Council from the effective date, unless Council resolves otherwise.

5. Salary Reviews

Council may review the grading of posts where there has been a significant change in duties or responsibilities. Any regrading shall be determined by Council, taking appropriate professional advice where necessary.

6. Pay Progression

Where an employee's salary scale provides for incremental progression, advancement through the scale shall be subject to the terms of the employee's contract of employment and satisfactory performance.

7. Overtime and Additional Payments

Any overtime, allowances or other additional payments shall be made only where provided for in the employee's contract, the NJC/NALC terms and conditions, or as authorised by Council.

8. Delegation

Council retains responsibility for determining employee salary scales and grading. Routine implementation of nationally agreed pay awards and contractual incremental progression may be delegated to the appropriate Officer.

Last reviewed: 14 September 2026

Next review due: 02 June 2028