



ANDOVER TOWN COUNCIL

Pay Policy 2026

1. Purpose

Andover Town Council is committed to fair, transparent and lawful pay. This policy sets out how pay is determined for Council employees, the Council's equal pay commitments, and how pay decisions are made and reviewed. The Council aims to operate a pay framework that is transparent and makes decisions on objective criteria.

2. Legal Framework

- Equality Act 2010 – the equality of terms (equal pay) provisions in sections 64 to 80 (which replaced the Equal Pay Act 1970) require equal pay between men and women for like work, work rated as equivalent, and work of equal value; section 149 places a public sector equality duty on the Council.
- National Minimum Wage Act 1998 and regulations – the National Living Wage is the statutory floor for workers aged 21 and over (£12.71 per hour from 1 April 2026), with lower statutory rates for younger workers and apprentices.
- Employment Rights Act 1996 – including the right of all workers to a written, itemised pay statement.
- Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002 – pay and conditions apply pro rata and without less favourable treatment.
- Pensions Act 2008 – automatic enrolment duties.
- Employment Rights Act 2025 – including the establishment of the Fair Work Agency (from April 2026) with enforcement powers over statutory pay entitlements.

3. Equal Pay Statement

The Council actively promotes equal opportunities in employment and welcomes diversity within its workforce. It is committed to ensuring that the mechanisms which determine pay and other terms and conditions do not discriminate unlawfully. For the purposes of this policy, “pay” includes basic salary, pensions, sick pay, allowances and all other contractual benefits. “Like work”, “work rated as equivalent” and “work of equal value” have the meanings given by the Equality Act 2010.

Version	Date	Minute Number	Approved by	Review Date
DRAFT 0.1	7 October 2026	PR 036/10/26	Policy and Resources	every three years, or sooner if legislation, national guidance or Council requirements change.
DRAFT 0.1	8 October 2026	C 233/10/26	Full Council	



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4. How Pay Is Determined

- All employees are employed on the terms of the National Joint Council for Local Government Services (NJC) "Green Book", as recommended for local councils by NALC and the SLCC.
- Every post is evaluated and graded against the NJC pay spine using job evaluation, benchmarked against the national salary framework for local council staff published jointly by NALC and the SLCC, with advice from HALC where required.
- The starting salary on appointment will normally be at the lowest point of the grade for the post, subject to the HR Sub-Committee's discretion to appoint at a higher point within the grade to reflect relevant experience.
- Incremental progression within the grade takes effect on 1 April each year, subject to satisfactory performance assessed through the Council's appraisal scheme, until the maximum point of the grade is reached. There is no progression beyond the grade maximum.
- Regrading occurs only where the duties and responsibilities of a post have changed materially, supported by job evaluation and approved by the HR Sub-Committee.

5. Annual Pay Awards

- The Council applies the national cost-of-living pay awards agreed by the NJC, implemented with effect from 1 April each year and backdated where national agreement is reached later in the year.
- Information on national awards is received through HALC, NALC and SLCC circulars and presented by the Town Clerk to the HR Sub-Committee for implementation.
- Where a national award has not been agreed by 1 April and the statutory National Living Wage would otherwise exceed any pay point in use, the Council will apply an interim compliance supplement to affected posts so that no employee is paid below the statutory minimum, offset against the eventual backdated award, in line with SLCC guidance.

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6. Pensions

The Nest Pension Fund, is an important part of the Council's remuneration package. Eligible employees are enrolled in accordance with the scheme rules and the Council's automatic enrolment duties under the Pensions Act 2008. Further detail is set out in the Pension Policy.

7. Other Payments

Overtime, time off in lieu and allowances are paid in accordance with employees' contracts and the Green Book. Out-of-pocket expenses are reimbursed under the Expenses Policy. All payments are processed through payroll with tax and National Insurance deducted as required, and every employee receives an itemised pay statement.

8. Equal Pay Reviews and Monitoring

The Town Clerk will carry out a periodic equal pay review of the Council's pay practices and report the findings to the HR Sub-Committee, which will monitor starting salaries, progression decisions and any equal pay complaints annually. No individual will be identifiable in monitoring reports. As an employer of fewer than 250 staff the Council is not subject to statutory gender pay gap reporting, but it will act on any pay disparity its reviews identify.

9. Complaints

An employee who believes they are not receiving equal pay should raise the matter with the Town Clerk in the first instance, and may pursue it through the Grievance Procedure. Employees may seek advice from their trade union or from ACAS, and the Council will work constructively to resolve any legitimate concern.

10. Responsibilities

Full Council

- Approves the staffing budget and establishment, and adopts this policy.

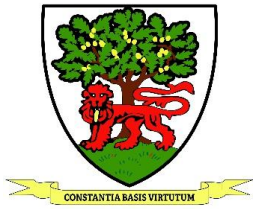
HR Sub-Committee

- Oversees implementation, approves gradings, starting salaries and regradings, and reviews equal pay monitoring.

Town Clerk (and Responsible Financial Officer)

- Administers payroll accurately and confidentially, applies national awards, maintains job descriptions and evaluation records, and reports to the HR Sub-Committee.

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11. Data Protection

Pay and payroll records are processed in accordance with the UK GDPR and the Data Protection Act 2018, handled under the Data Protection Policy and Procedure, and retained in line with the Records Retention and Disposal Policy.

Related Policies

This policy should be read alongside:

- Pension Policy
- Expenses Policy
- Equality and Diversity Policy
- Grievance Procedure
- Financial Regulations
- Records Retention and Disposal Policy

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