



ANDOVER TOWN COUNCIL Pay Policy (March 2019)

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The General Data Protection Regulation (GDPR) standardizes data protection law across all 28 EU countries and imposes strict new rules on controlling and processing personally identifiable information (PII). It also extends the protection of personal data and data protection rights by giving control back to EU residents. GDPR replaces the 1995 EU Data Protection Directive and goes into force on May 25, 2018. It also supersedes the 1998 UK Data Protection Act.

GDPR PRIVACY STATEMENT

(General Data Protection Regulations)

This is a privacy statement of Andover Town Council. Our registered office address is 68b High Street, Andover, Hampshire, SP10 1NG.

INTRODUCTION

- This is a statement to inform you of our policy about all the information we record about you. It sets out the conditions under which we may process any information that we collect



from you or that you provide to us. Any information that identifies you (“Personal Information”) is used to provide you with the services you require.

- We regret that if there are one or more points below that you are not happy with us holding, we have to hold this under General Data Protection Regulations (GDPR) law.
- We take seriously the protection of your privacy and confidentiality. We understand that all visitors to our websites, customers and clients are entitled to know that their personal data will not be used for any purpose other than the lawful basis upon which it was provided for.
- We undertake to preserve the confidentiality of all information that you provide to Andover Town Council.
- Our policy complies with UK law accordingly implemented including that required by the GDPR.
- The law requires us to tell you about your rights and our obligations to you in regards to the processing and control of your personal data. We do this now by requesting that you read the information provided at www.knowyourprivacyrights.org.
- Except as set out in our GDPR policies (which can be found at www.andover-tc.gov.uk) we do not share, sell or disclose any personal data to any other organisation or third party.

THE BASIS ON WHICH WE PROCESS INFORMATION ABOUT YOU

The law requires us to determine under which of the six defined basis, we process different categories of your personal information. If a basis on which we process your personal information is no longer relevant, your personal information will be destroyed.

If the basis changes then as required by law, we will notify you of the change and of any new basis under which your personal data is being held.

ALLOTMENTS

Data is held on an internal Town Council database/software system and is used to send you Newsletters, Yearly Invoices, Receipts, Follow-Up letters and Terminations if necessary.

Tenancy Agreements are held for 1 year after the expiry of the agreement under the GDPR guidelines (subject to change).



EMAILS & WEBSITES

If you contact the Town Council via email or our website, your personal data i.e. email address, will be kept for the time it takes to answer your enquiry, unless another lawful reason becomes apparent, which we will notify you of, after which time it will be destroyed.

For details of our full Privacy Policy, please refer to www.andover-tc.gov.uk. Alternatively, you may write to us at Andover Town Council, 68b High Street, Andover, Hampshire, SP10 1NG and we will send you a hard copy.

Information Source: South East Employers: Model I Pay Policy required by the Gender Equality Duty Code of Practice.

1. Equal Pay Statement

The Town Council actively promotes equal opportunities in employment. It welcomes diversity within its workforce. It is committed to the principle that mechanisms to determine both the pay and other terms/conditions of employment of all its workers and employees do not discriminate unlawfully. The Council recognizes that in order to achieve equitable pay, it should operate a pay framework that is transparent and makes decisions on objective criteria.

2. The Law

2.1 The relevant legislation concerning equal pay is found within the Equal Pay Act 1970, the Equal Pay (Amendment) Regulations 1983 and the Pensions Act 2011. It is included in other United Kingdom legislation, European Community Law, the EU Directive on Fixed Term Work and resultant UK regulations. The legislation applies to all workers or employees regardless of full or part-time status, casual or temporary contract or length of service or any other consideration. The Law requires the Council to ensure that equal pay is given to employees carrying out like work or work seen as equivalent or work of equal value.

2.2 This policy also meets the Council's 'specific duty' under the Equality Act 2010 to 'consider the need to have objectives that address the causes of any differences between the pay of men and women that are related to their sex'.



3. Definitions

3.1 For the purposes of this policy and in line with relevant legislation, pay is defined by Article 141 of the Treaty of Rome as: “The ordinary basic or minimum wage or salary and any other consideration, whether in cash or kind, which the worker receives, directly or indirectly, in respect of his (or her) employment from his (or her) employer”. Pay therefore includes pensions, discretionary bonuses and sick pay and all other terms and conditions, and any additional benefits.

3.2 The following are contained in Equal Pay legislation:

- ‘Like work’ is defined as work which is the same or broadly similar
- ‘Work rated as equivalent’ is defined as work which has achieved the same or a similar number of points under a job evaluation scheme
- ‘Work of equal value’ is defined as work which is of broadly equal value when compared under headings such as effort, skill and decisions

4. Action to Implement Policy

4.1 In order to show commitment to equal pay in practice, the Council will:

- operate a pay system, which is transparent, based on objective criteria, and free from unlawful bias. The Council will use the NJC Job Evaluation Scheme to assist with determining equal pay.
- discuss and agree the equal pay policy with trade unions and in partnership with the workforce
- provide training and guidance for the Town Clerk and Councillors who make decisions about pay and benefits
- undertake a rolling equal pay audit to examine the existing and future pay practices for all employees.
- monitor of the impact of its pay practices

4.2 In order to implement this policy, the Council will apply the following procedures in respect of pay; pay rates and the review mechanism that will be used to determine future pay movements.

4.2.1 Pay Agreements

The Council will apply the pay agreements reached by the National Joint Council Agreement on Pay and Conditions of Service.

The Hampshire Association of Local Councils will be the vehicle for this information. Relevant findings will be presented by the Town Clerk for implementation on 1 April each year as necessary.



4.2.2 Salary Progression

All posts are subject to grading by job evaluation. The starting salary on appointment will normally be at the lowest level of the salary scale/subject to negotiation based on the appointee's level of relevant experience. Progression beyond the starting salary will be dependent upon service/positive performance recommendation/in accordance with the parameters set out in the Council's Performance Management/Appraisal Scheme, and will take effect from 1 April each year. There will be no further pay progression once an employee reaches the maximum spinal column point for their salary scale.

4.2.3 Local Government Pension Scheme (LGPS)

The LGPS is recognised as an important part of the Council's pay and remuneration package for its employees.

5. Complaints Procedure

5.1 Complaints about a breach of equal pay should, in the first instance, be made to the Town Clerk. Employees should seek the advice of the recognized trade union. The complaint should be dealt with through the agreed Grievance Procedures. The Town Clerk must inform the Staffing Sub-Committee.

5.2 The Council will work in partnership with the trade unions to find resolutions to any legitimate concerns regarding equal pay.

6. Monitoring

The Staffing Sub-Committee will review the findings of the equal pay audit. Complaints about unequal pay will be monitored on an annual basis and statistical information will be produced by the Town Clerk for consideration by the Staffing Sub-Committee. Names of individuals concerned will not be published.

7. Responsibilities

7.1 Ultimately the Council is responsible for ensuring that employees are treated equitably. The Staffing Sub-Committee is also responsible for ensuring the implementation of this Policy.



7.2 The Staffing Sub-Committee has an additional responsibility to ensure that starting salaries are consistent with this Policy.

8. Document Information

Title:	Pay Policy
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Approved by:	Council
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Next Review:	March 2022

9. Document Control

Date	Version	Description	Sections Affected	Approved by
May 2012	1	1 st Draft	All	Policy & Resources Committee
Mar 2019	2	2 nd Draft	All	Council

Disclaimer:

A printed version may not be the current version.

A current version may be obtained in the required format from the Town Clerk's Office at Andover Town Council.