

UCKFIELD TOWN COUNCIL



PAY POLICY STATEMENT

2025/26

Policy Number 87		
Issue No.	Date completed	Details of amendments
1	26.03.26	Draft presented to Personnel Sub-Committee
2.	05.05.26	Approval at General Purposes
3.	18.05.26	Ratification at Full Council

1. Introduction

This Pay Policy Statement is produced in accordance with Section 38–43 of the Localism Act 2011 and sets out Uckfield Town Council's policies relating to the pay and remuneration of its workforce (*particularly senior officers and lower paid employees*) for the financial year 2025/26.

The purpose of this statement is to ensure transparency and accountability in the use of public funds and to enable taxpayers to understand the Council's approach to remuneration.

This statement is approved annually by Full Council and prepared no later than 31 March each year.

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.

In accordance with the Town Council's Scheme of Delegation and Standing Orders of the Council, Personnel Sub-Committee consider pay, terms and condition relating to employees of the council, and this is ratified by General Purposes Committee.

However, the appointment of a new Town Clerk, further to recommendation from the recruitment panel, can only be determined by a resolution of Full Council.

3. Scale

Uckfield Town Council is responsible for the employment of 30 permanent members of staff, as well as casual staff within the Civic Centre and Luxfords Restaurant.

The Town Council has a large asset portfolio comprising both built and green assets. The annual budget for 2025/26 was set at £1,986,904, with a third of the income received, generated through the council's own means. The Council manages the above assets and supports the town (approx. 15,000 residents living in 6,456 households).

This policy applies to all employees of the Council, including:

- Senior officers
 - All other employees, including the lowest paid employees
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4. Definitions

For the purpose of this statement:

- **Remuneration** includes salary, allowances, fees, bonuses, benefits in kind, pension contributions, and termination payments.
 - **Senior officers** refers to senior management roles including the Head of Paid Service (Town Clerk) and statutory officers (e.g. RFO).
 - **Lower paid employees** are those on the lowest grade within the Council's pay structure.
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5. Principles underpinning our Pay Policy

The Council is committed to:

- Transparency, fairness, and accountability in pay
- Providing value for money to taxpayers
- Supporting recruitment and retention of high-quality staff
- Maintaining equitable pay structures through job evaluation

All job descriptions and person specifications are evaluated independently from the Town Council, to ensure that pay and grading are determined through recognised job evaluation schemes and benchmarking is comparable against similar roles in other levels of local government.

In addition to the job description and person specification, details are also provided to the panel, on:

- knowledge and skillset requires;
 - responsibility for people, supervision, financial resources and physical resources, and;
 - working conditions.
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6. Pay Structure

Uckfield Town Council's pay policy operates a graded pay structure based on nationally negotiated pay scales set out and agreed by the National Joint Council for Local Government Services, as well as annual pay award updates.

Pay grades - each role is assigned a grade through job evaluation and appointments are normally made at the minimum of the grade;

Progression - progression through the pay grades is based on meeting identified performance goals. Incremental increases are applied in April each year. A member of staff will become eligible for these increments following a minimum of 12 months' service.

Pay supplements – these would only be applied in special circumstances and would usually consist of an honorarium type arrangement should an employee take on additional duties and responsibilities for a defined period, for example covering a vacancy or taking on a special project.

7. Pay Multiple

Uckfield Town Council uses an established process of defining roles, determining job size and salary levels, by having job roles independently evaluated.

In line with the Local Government Transparency Code, a pay multiple is the ratio between the earnings of the highest paid employee and the median earnings figure of all other employees (FTE salaries).

The current pay multiple for Uckfield Town Council, as of August 2025 (*when the 1 April 2025 pay award was announced by NJC*), is 1: 2.4.

This calculation provides a measure of internal pay equity and is reviewed annually. The Council aims to ensure that this ratio remains proportionate and justifiable.

8. Professional fees

Where the Town Council's Personnel Sub-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. Additional payments and allowances

The Council may provide:

- Overtime payments;
- Market supplements (*in exceptional circumstances*);
- Travel and subsistence expenses;
- Professional fee reimbursement;

All such payments are subject to approval processes and regular review.

10. Local Government Pension Scheme (LGPS)

Employees are automatically enrolled onto the Local Government Pension Scheme (East Sussex) at the start of their employment. The employee contribution rates for 2025/26, range between 5.5% 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 local LGPS funds and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The rate for 2025/26 was 22%.

11. Payments on Termination of Employment

Any severance or termination payments falling outside the provisions of 'the statement' or the relevant periods of contractual notice are subject to a formal decision made by Personnel Sub-Committee and ratified either by General Purposes Committee or Full Council. This will be determined on a case by case basis.

12. Town Clerk and Senior Management Team

Due to the nature and responsibilities of their role, the Town Clerk and Senior Management Team are normally employed on permanent employment contracts. When recruiting to all posts, the Town Council will take account of its Equality Policy and Public Sector Equality Duty.

The determination of the remuneration to be offered to any newly appointed Town Clerk or member of Senior Management Team, will be in accordance with the pay structure and relevant policies in place at the time of recruitment. As of 1 August 2025 this was LC4: SCP 46-49 (£58,523 - £62,852 per annum).

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

Such arrangements would be kept under regular review by Personnel Sub Committee.

13. Lower paid employees

The lowest paid persons employed under a contract of employment with the council are employed on part time or full time contracts, which are pro rata of their full time equivalent salaries.

As of 1 April 2025 (announced in August 2025), this was SCP 2 (£24,413 per annum). Please note this has been reviewed as of 1 April 2026, as a result of the increase in minimum wage whilst the Town Council awaits the decision of the National Joint Council for the April 2026 salary ranges.

Uckfield Town Council continues to keep a close watch on changes to the minimum wage, and makes adjustments accordingly prior to any pay award announcements to ensure the Town Council works in line with these requirements.

14. Governance and Decision-Making

Responsibility for pay policy is shared as follows:

- General Purposes Committee: ratification of the Pay Policy Statement
- Personnel Sub Committee: oversight of pay structures and senior appointments
- Officers: implementation of policy

This statement will be reviewed annually and updated as required to reflect legislative changes, national pay awards and organisational changes.