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# Pay Policy Statement

2025-26



Council of the  
ISLES OF SCILLY

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**DOCUMENT DETAILS**

<b>Version</b>	1.0	<b>Approving Committee</b>	Full Council
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<b>Responsible Officer</b>	Head of HR & Workforce Planning	<b>Policy Review Date</b>	January 2026
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**VERSION HISTORY**

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07/02/17	0.1 Revision of original	Senior Officer: Shared Services	
20/03/18	0.2 Revision of original	Officer: Human Resources	Update Council contact numbers, inclusion of Sleeping-in duty and standby duty increase in line with pay award
04/04/2019	0.3 Revision of original	Senior Officer: Human Resources	Update allowances in line with NJC guidance
02/09/2020	0.4 Revision of original	Senior Officer: Human Resources	Update allowances in line with NJC guidance, inclusion of on-call allowance for Air Ground staff
07/02/2022	0.5 Revision of original	Head of HR & Workforce Planning	Update payscales in line with NJC guidance, updates to job titles, removal of Airport accountable manager payment
24/05/2022	0.6 Revision of original	Head of HR & Workforce Planning	Review of Standby rates, updating payscales in line with NJC pay award, increase in locally determined Standby rates updating of pay multiple section, climate action plan amendments
01/11/2023	0.7 Revision of original	Head of HR & Workforce Planning	Updating payscales in line with NJC pay awards, updating locally agreed

			standby rates, inclusion of time limits of expenses claims
7/06/2024	0.8 Revision of original	Head of HR & Workforce Planning	General Updates, further review and update to payscales once collective agreement reached. Policy to be reviewed if material change in individual policies
25/10/24	0.9 Revision of original		Updating payscales in line with NJC pay awards, updating locally agreed standby rates
15/01/2025	1.0 Revision of original	Head of HR & Workforce Planning	General updates including updating of subsistence rates along with Market Forces Supplement wording.  Further review and update to payscales once collective agreement reached.
20/08/2025	1.1 Revision of original	Human Resources	Updating payscales in line with NJC Pay Awards, updating locally agreed standby rates

#### EQUALITIES IMPACT ASSESSMENT RECORD

Date	Version	Author/Editor	Comments

#### DOCUMENT RETENTION

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## INTRODUCTION

This pay policy statement describes the Council's policies that relate to the pay of its workforce, particularly to compare policies on remuneration of the Senior Officers and the lowest paid employees.

This document fulfils the requirement of the Localism Act 2011 that local authorities prepare and publish a pay policy statement for each financial year, commencing with 2012/13.

The pay policy statement is intended to provide sufficient information about pay policy to enable local taxpayers to reach an informed view about local decisions on all aspects of remuneration for relevant employees by identifying:

- The local authority's policy on the level and elements of remuneration for each Senior Officer
- The local authority's policy on the remuneration of its lowest paid employees (together with a definition of 'lowest paid employee' and the reasons for defining this)
- The local authority's policy on the relationship between the remuneration of its Senior Officers and other employees
- The local authority's policy on other aspects of Senior Officers' remuneration including: remuneration on recruitment; increases and additions to remuneration; use of performance related pay and bonuses; termination payments; and transparency.

In its memo of the 12<sup>th</sup> January 2012, the JNC for Chief Executives of Local Authorities guidance notes stipulate that the pay policy is about policy and not the actual pay of individuals.

It also sets the context for the numerical information that is already published by the Council under the Code of Recommended Practice for Local Authorities on Data Transparency and by the Accounts and Audit (England) Regulations 2011.

## POLICY STATEMENT

The Council is committed to transparent, fair and equitable pay and reward arrangements that provide value for money and enable the recruitment and retention of employees with the skills and motivation to deliver high quality services for the Council of the Isles of Scilly and its community

## SCOPE

The pay policy statement describes the pay arrangements that apply to the Council's senior and lowest paid employees employed.

Senior Officers are the Council's Chief Executive and Strategic Directors. The Council's lowest paid employees are those whose terms and conditions of employment are established by the

National Joint Council for Local Government Services and amended through local collective agreements from time to time. The Council's lowest paid employees receive a salary equivalent to Grade 1 on the Council's pay structure.

## POLICY DETAILS

The policies set out below describes the pay arrangements that apply to Council's Senior Officers and its lowest paid employees unless otherwise stated.

### PAY STRUCTURE

All Council employees below Chief Executive/Chief Officer level are subject to the 'National Agreement on Pay and Conditions of Service of the National Joint Council for Local Government Services commonly known as the 'Green Book' as locally determined.

The Council uses a pay and grading structure for Green Book employees that commences at the national Spinal Column Point (SCP) 2 and ends at SCP 54. The pay structure is divided into 8 salary Grades, which mainly contain four incremental points. Grade 1 is the lowest salary grade and Grade 8 is the highest.

All posts, except the Chief Executive and Chief Officers are allocated to a salary grade through the Greater London Provincial Council (GLPC) scheme job evaluation process, based on the National Local Government Spinal Column Points. The values of the SCP in these pay grades are determined by the pay awards which are informed by the National Joint Council for Local Government Services.

The Pay Policy Statement is required to include a definition of the Council's lowest paid employees, being those employees on Salary Grade 1.

The Government's National Living Wage for all working people aged 23 and over and is currently set at £12.65 per hour. The current National Minimum Wage for those aged 22 and under still applies.

The current lowest SCP on the Council's pay scale is above the minimum level. No employees are, or will be, paid lower than the National Living Wage. The introduction of the National Living Wage in 2016/17 has had no impact on the pay of any of the Council's employees.

The Council employs its Local Authority Fire and Rescue employees on other pay and terms and conditions (Grey Book) and pay is in accordance with national pay spines.

### CHIEF OFFICERS

For the purposes of this statement, senior management means 'Chief Officers' as defined under section 43(2) of the Localism Act 2011. The Council has determined that Chief Officers are those

staff whose posts subject to provisions of the Joint Negotiating Committee for Chief Officers of Local Authorities, as amended or superseded by decisions on conditions of service made by the Council from time to time. The Chief Officers are comprised of the Chief Executive and Strategic Directors (Senior Management) and Programme Director (Major Projects).

Salary levels are increased in accordance with nationally agreed annual pay settlements negotiated through the JNC for Chief Officers of Local Authorities (JNC for Chief Executives of Local Authorities in respect of the Chief Executive's pay).

The Chief Officers (with the exception of the Air Traffic Control & Critical Systems Engineering Manager who is appointed on a spot salary approved by Full Council) are in receipt of a performance-related pay scheme whereby progression is linked to an employee's individual performance and approved by the Chief Executive following performance review. Chief Officers are not permitted to claim any payable enhancements (for example, planned overtime payments or enhancements for weekend working). However, Chief Officers are subject to the same performance management process as the lowest paid employees within the Council.

We are required to publish information in relation to Chief Officer remuneration within the process of annual final accounts and these can be found on the Council's website: [www.scilly.gov.uk](http://www.scilly.gov.uk).

#### CHIEF EXECUTIVE

- The Chief Executive is the Council's Head of Paid Service, his annual Full Time Equivalent (FTE) salary for this post is £123,289.
- Once determined by Council from time to time, the pay of the Chief Executive is subject to inflationary pay awards agreed by the Joint Negotiating Committee for Chief Executives of Local Authorities.
- The Chief Executive is not in receipt of any performance related pay scheme or any allowances, bonus schemes or a leased car.
- The Chief Executive also receives a Returning/Acting Returning Officer fee in respect of elections which is based on that used for national elections. This varies in accordance with the nature of an election, but is typically between £3,500 and £5,000. These fees are separate and in addition to basic salary.

#### STRATEGIC DIRECTORS

- The annual Full Time Equivalent (FTE) salary range for the Strategic Directors is £77,969-£84,432.
- Strategic Directors are in receipt of performance-related pay scheme whereby progression is linked to an employee's individual performance and approved by the Chief Executive following performance review.

- The pay of the Strategic Directors is subject to inflationary pay awards agreed by the Joint Negotiating Committee for Chief Officers of Local Authorities.
- The Strategic Directors are not in receipt of any allowances, bonus schemes or leased car.

#### MONITORING OFFICER

Council has an agreement with Cornwall Council for the provision of the statutory post of Monitoring Officer. This post is not included in this pay policy.

#### SECTION 151 OFFICER

The Council has agreed that the position for the statutory post of Section 151 Officer is combined with the Chief Executive role.

#### ELECTIONS OFFICERS

Council staff may be engaged on electoral duties of varying types. The fees paid to Council employees for undertaking these electoral duties vary according to the type of duties they undertake.

The fee paid to the Returning Officer/Deputy Returning Officers is tied to rates paid by Cornwall Council or (in the case of Police and Crime Commissioner elections) to a particular amount fixed by central government.

#### REMUNERATION PRINCIPLES

The value of the salaries within the Council's pay structure (Annex 1) is determined by the outcome of national pay bargaining.

#### PAY MULTIPLE

The pay multiple is defined as the ratio between the remuneration for the highest paid employee for the given year (including base salary, variable pay, bonuses, allowances and the cash value of any benefits in kind) and the median full time equivalent remuneration of the whole of the council's workforce, excluding school-based employees and apprentices.

The council would not expect the basic pay remuneration of its highest paid employee to exceed 20 times that of the lowest group of employees, excluding apprentices.

The table below shows the relationship between the basic pay of the highest and lowest paid employees in the council, excluding employer and employee pension contributions and non-allowances. The figures include all staff in the council (non-schools) and are based on annual full time equivalent salaries.

	<b>Annual FTE Salary (March 2024)</b>	<b>Ratio (March 2024)</b>
<b>Highest Paid</b>	116553	
<b>Lowest Paid</b>	16394	7.11
<b>Mean Salary</b>	33245.93	3.51
<b>Median Salary</b>	27803	4.19

\*Due to the timing of this statement, we use data from the most recent completed financial year which in this case is 1 April 2023 to 31 March 2024. Data from 24/25 will be included in the 2026/27 pay policy statement.

The pay multiple for 2023-24, in accordance with the Transparency Code 2014, is 4.19:1.

The current ratio of highest to lowest paid employees is well within the guidelines and is 7.11:1. The ratios for the mean and median salary levels are at 3.51:1 and 4.19:1.

## APPOINTMENTS AND TERMINATIONS

Employees are appointed to posts within the Council to a spinal point within the agreed salary grade for the post, as determined by job evaluation. The spinal point for newly appointed employees are usually set at the minimum point of the pay grade for the post. However, it may be appropriate, in certain objectively justifiable circumstances, be appointed to a higher spinal point within the pay grade.

On resignation or termination of employment, employees only receive compensation which is:

- i. in circumstances that are relevant (e.g. redundancy),
- ii. in accordance with the published policy statement on how we exercise the various employer discretions provided by the Local Government Pension Scheme (LGPS), and / or,
- iii. compliant with the specific terms of a compromise agreement.

The council's approach to statutory and discretionary payments on termination of employment for all employees, including Chief Officers, prior to reaching normal retirement age, is set out within the council's Employers Discretions Policy.

The council will keep its Employers Discretions Policy under review. Any changes, as approved by Full Council are published in accordance with the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006.

It is important the Council has flexibility to respond to unforeseen circumstances as regards re-employing former employees such as a Strategic Director.

If the Council re-employs a previous employee who received a redundancy or severance package on leaving, or if that person returns on a 'contract for services', or if they are in receipt of a Local Government Pension Scheme (with same or another local authority), then the decision to re-employ will be made on merit, taking into account the use of public money and the exigencies of the council.

## APPOINTMENT OF CHIEF OFFICERS

Employees who are newly appointed to Strategic Director posts are in receipt of performance-related pay scheme whereby progression is linked to an employee's individual performance and approved by the Chief Executive following performance review.

A meeting of Full Council will approve the appointments to the following positions (as set out in the Council's Standing Orders):

- Head of Paid Service;
- Section 151 Officer (also known as Chief Finance Officer);
- Monitoring Officer;
- Strategic Directors;
- Programme Director (Major Projects);
- Director for Children's Services (DCS);
- Director for Adult Social Services (DASS).

## PAY AND PERFORMANCE

Employees progress through the salary grade for their job through annual increments which are not performance related. For GLPC graded employees, increments are awarded automatically up to the maximum of the grade. Increments are paid on 1 April each year, or six months after the start date (if the starting date is between October and April). There is no provision for the payment of an increment at any other time, unless there are recruitment or retention difficulties.

Strategic Directors are in receipt of performance-related pay scheme whereby progression is linked to an employee's individual performance and approved by the Chief Executive following performance review. Strategic Directors are subject to the same performance management process as the lowest paid employees within the Council.

The Council expects all employees to consistently demonstrate high levels of performance and sets and assesses targets biannually through the Council's Performance Development Plan. When considering incremental progression, performance will be taken into account when determining whether this is appropriate.

## **JOB EVALUATION**

Job evaluation is used to determine the relative value of jobs within the Council. Different elements within each role will accrue a number of job evaluation points. The total number of points accrued determine the relevant grade and salary range for each role.

The Council uses the Hay job evaluation scheme for Chief Officers, and the Greater London Provincial Council (GLPC) for employees below the level of Chief Officer. The Council's pay and grading structure for employees is based on the equality principles determined by these Job Evaluation Schemes.

## **MARKET FORCES SUPPLEMENTS**

Job evaluation schemes recognise that market supplements may be necessary to recruit and/or retain people with specific skills.

In exceptional circumstances the Council may pay a market supplement in addition to the salary for the role where, in the absence of such a payment, it would not be possible to recruit and retain suitable employees. Full Council approved a Market Supplements Policy in March 2013. Any market supplements are reviewed every 1 – 2 years and are varied or cease as necessary according to the labour market evidence for the role in question. Any roles in receipt of a Market Forces Supplement will be reviewed in line with any inflationary increases as part of the review cycle.

Where skills shortages exist in specific areas, or where despite paying at the median market rate for the role, the pay rate is still not sufficient to recruit and retain those with the skills required, a rate higher than the market median may be paid. This could be an additional increment or a percentage market supplement or a market pay scale and requires the authorisation of the Strategic Director, Section 151 Officer and Head of HR & Workforce Planning in conjunction with the Chief Executive.

## **PREMIUM PAYMENTS**

The standard working week for employees within the scope of this policy statement is 37 hours worked from Monday to Friday. For some employees, as locally determined, who are required to work outside the normal working week a premium payment will be due. The premium payments which may be payable are set out below. All premium payments are applicable only at Grade 4 or below (up to Spinal Point 20).

## **OVERTIME**

Overtime is time worked beyond the standard working week (37 hours) which attracts additional payment.

Employees on Grade 5 and above are expected to organise their working hours to meet the needs of the service without recourse to either overtime or toil. In exceptional circumstances TOIL may be granted to employees. Overtime will only be paid in circumstances where it is not practicable to grant compensatory time off in lieu and due to business-critical need. All paid overtime must be authorised in advance by the relevant manager. In accordance with the Leave Policy, TOIL cannot be carried over to the subsequent month.

All paid overtime is subject to authorisation in advance by the budget manager. Where overtime beyond 37 hours per week is authorised it is paid for hours worked at the following rates:

Monday – Saturday	Time and a half
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Sundays and Public and Extra Statutory holidays	Double time
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Part-time employees are entitled to these enhancements only at times and in circumstances in which full-time employees in the establishment would qualify. Otherwise a full working week (37 hours) shall be worked by a part-time employee at plain time before these enhancements apply.

Additional hours payments are applicable to part time employees on Grades 1 – 8 up to 37 hours only.

#### WORKING ON PUBLIC HOLIDAY

Employees required to work on a public holiday or extra statutory holiday shall, in addition to the normal pay for that day, be paid as follows:

Bank Holidays	Plain time
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In addition, at a later date, time off with pay shall be allowed as follows:

- time worked less than half the normal working hours on that day: half day
- time worked more than half the normal working hours on that day: full day

#### SATURDAY & SUNDAY WORKING AS PART OF THE NORMAL WORKING WEEK

Employees who are required to work on Saturday and / or Sunday as part of their normal working week are entitled to an enhancement.

Saturday working as part of the normal working week attracts an enhancement x 0.5.

Sunday working as part of the normal working week attracts an enhancement x 1.

#### 5 OUT OF 7 WORKING

The Council may need to work on a 5 out of 7 basis so that business requirements can be fulfilled. Therefore, employees who are contracted to work on Saturdays and Sundays as part of their contracted hours, where there is a local agreement in place to this effect, will not be paid weekend enhancements.

#### NIGHT WORK

Employees who work at night as part of their working week receive an enhancement at 0.33 for hours worked between the hours of 2000-0600 in addition to their normal pay.

#### SLEEPING-IN DUTY

Employees required to sleep in on the premises shall receive an allowance. The allowances from 1997 onwards are set out in the Green Book terms and conditions of service below.

This allowance covers the requirement to sleep in and up to 30 minutes call out per night, after which the additional hours provisions will apply.

1 April 2024

**£43.12**

#### STANDBY DUTY

Employees who undertake standby duty are required to be available to receive and deal with work related issues for a pre-determined period outside normal working hours.

<b>Period on standby (outside of normal working hours)</b>	<b>Payment rate for standby</b> (As from 1 April 2024)
Daily	£16.48
Saturday	£26.37
Sunday	£29.67

In addition to the above published Standby rates, On-call Allowance rates for Airport Air Ground staff are as follows:

Christmas Eve dependant on day of week and normally is a half day subject to the schedule = £29.67

Christmas Day/Boxing Day/New Year's Day = £52.75 per whole day/night

Social Workers are paid the following standby duty per session rates in accordance with the NJC National Agreement pay and conditions of service Paragraph 35 Standby Allowance – Social Workers (1)(a)(i) Allowance – per session:

**1 April 2025**

£34.71

## CALL OUT

Call out is the requirement for an employee who is on standby to carry out duties relevant to the standby role during a period of standby duty. It may require the employee to attend their place of work, another location and may include work undertaken from their home.

If an employee is “called out” for less than 15 minutes they will not be paid for call out at the applicable overtime rates. However, if an employee is called out on separate occasions within the same standby shift these can be aggregated to trigger a call out payment, for example if an employee is called out for 10 minutes then returns to standby and is called out for a further 10 minutes they will be entitled to a call out payment in accordance with the following provision.

Call out of between 15 and 30 minutes attracts a payment of half an hour. Call out of between 31 minutes and 60 minutes attracts a payment of one hour. Where the duration of call out is more than 1 hour, payment is rounded up to the nearest half hour.

Any payments for call out are paid at the applicable overtime rate and are made in addition to payments for being on standby duty

In accordance with Working Time Regulations, managers will adjust normal working arrangements to ensure required rest time is provided as necessary for employees who have been called out.

## ALLOWANCES

### ACTING UP ALLOWANCE AND HONORARIA

In exceptional circumstances, employees who act up in the absence of more senior employees are entitled to be paid the salary of the higher graded post (or a proportionate allowance where they are not undertaking the full duties and responsibilities).

Following a Business Case being approved by the Operational Leadership Team, the employee must be asked / approached in writing by the relevant Strategic Director of the department to

take on the additional temporary responsibilities. Employees are not able to simply “step up” and make claim for payment at a later date.

The higher salary, which will normally be at the bottom spinal point of the higher grade, should be paid with effect from the first day on which the employee took on the duties and responsibilities of the higher graded post.

Where the preceding circumstances do not apply, an honorarium may be granted (of an amount dependant on the circumstances) at the Council’s discretion, to an employee who has been asked by the appropriate Strategic Director to undertake duties outside the scope of his or her post over an extended period, or where the additional duties and responsibilities are exceptionally onerous.

#### PAY PROTECTION

Where employment on less favourable terms is offered to an employee as an alternative to redundancy, an employee’s basic pay is protected for one year, with a higher percentage of protection for those staff on lower grades as follows:

Grade	Percentage	Protection example per annum
Grades 2-3	*80%	£4,000
Grades 4-5	*60%	£3,000
Grades 6-8	**40%	£4,000
CO grades	***20%	£7,500

Calculation would be based on post holders current substantive grade and SCP – against top of the new grade up to a maximum of the % of protection. For comparison purposes we have used a pay difference of \* £5k for Grades 2-3 \* £5k for grades 4-5 and \*\*£10k for grades 6-8 and \*\*\*£20k for Chief Officers.

If, by accepting alternative employment, the reduction in an employee’s basic pay exceeds the qualifying percentage; pay protection is subject to the Chief Executive and the relevant Strategic Director being satisfied that there is some tangible benefit to be gained by the Council, for example in circumstances where pay protection would be less costly than an employee’s redundancy.

During the pay protection period an employee’s basic pay is protected on a “mark time” basis. “Mark time” means that during the period of protection, although pay awards are applied to an employee’s basic pay, their total basic pay (including pay protection) is frozen. When any pay award applied means that their basic pay exceeds their current pay including protection, then the pay award will be applied and protection will end as it is, at that point, no longer required.

#### PROFESSIONAL FEES

The Council pays the professional fees of employees in the following circumstances:

- Where membership of a body is a requirement to practice
- Where an individual is required to hold professional membership for a council paid apprenticeship
- Where in the view of the Head of Service or more senior manager, it is regarded as necessary for a specific post holder because there is a tangible benefit for them having membership of a specific professional body for the effective delivery of their accountabilities and objectives

#### RELOCATION ALLOWANCES

Due to its geographic location, in certain circumstances for hard to fill posts, the Council offers relocation allowances to new employees taking up employment with the Council. This scheme is available to assist the Council to recruit to hard-to-fill posts. The relevant Strategic Director or Chief Executive must approve this before an offer of employment is made.

The exact amount of relocation support will be agreed with each candidate individually. This will depend upon the role and an individual's personal situation. Any payments made will be in line with the HMRC regulations which provide for these to be made tax free. Currently, the maximum tax-free allowance is £8,000. The tax-free payments can only be claimed for HMRC approved expenses. All claims must be supported with valid receipts. The tax free allowance reflects the total payments made in respect of the relocation. It is not an allowance per tax year.

To qualify for relocation support, you must move within two years of starting your new job. This may be extended in exceptional circumstances.

Further details are set out in the Council's Relocation Policy.

#### MAINLAND BASED OFFICERS

All employees are required to work at or from any of the Council's premises on the islands. However, from time to time because of limitations on available housing, geographic and organisational requirements, employees may be mainland based which results in them incurring additional expenditure when attending the workplace which is met at their own cost.

#### BUSINESS TRAVEL AND EXPENSES

Whilst business travel can have numerous advantages, the environmental impacts of travel, particularly in light of the Council's declaration of a climate emergency and subsequent net zero carbon objective by 2030 needs to be recognised and considered.

The Covid-19 pandemic has helped the Council identify opportunities to significantly reduce travel associated with some of our activities. Indeed, it has caused many to reflect on previous practices and conclude that many can now be conducted via video conference and online platforms.

Where employees are required to travel in the course of their duties they are expected to determine the most appropriate form of transport taking into account the carbon emissions, total cost and travel time.. The least carbon intensive form of transport will normally be chosen unless the cost or 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.

Given the unique set of circumstances of living on the Isles of Scilly, employees are permitted, in the course of their duties for the local authority, and with prior approval from their Head of Service or Strategic Director, to extend their business travel arrangements by a reasonable number of days (ie. a day or over a weekend) prior to returning to the islands providing there is no material additional cost to the authority. The Council will fund the outgoing and return travel costs, however employees are expected to meet their own costs when not in performance of their duties for the local authority.

#### TRAVEL TO AND FROM THE ISLANDS

When travelling to and from the islands, tickets must be booked in advance through the Council.

#### TRAVEL WITHIN THE ISLANDS

Wherever possible a scheduled boat should be used. Where this is not possible, special inter island boats, approved in advance by your line manager, should be booked in advance and Council Orders completed. The costs of inter-island boats and private hire vehicles can be reclaimed via Oracle Cloud expenses.

#### HIRE CAR / TRAIN TRAVEL ON THE MAINLAND

Where employees are required to travel on the mainland in the course of their duties, they are expected to consider the most suitable option taking into account carbon emissions, the total cost and travel time. If public transport is used, the cheapest fares should be chosen. It is the Council's policy not to pay for first class travel.

Where car hire is the chosen form of transport, the size of the car, and the cost of hiring the car, should be appropriate for the length of journey and number of people to be carried. Petrol costs are reimbursed upon production of a vat receipt.

#### USE OF OWN CAR/MOTORBIKE ON THE MAINLAND

Staff are not able to use their own car or motorbike for travel on the mainland. In exceptional cases with prior written authorisation from their Strategic Director for official business and to receive the associated allowance after sight of appropriate insurance and driving licence. The authorisation will last for as long as the insurance cover is valid.

Employees record all trips and mileage incurred which is reimbursed at 45p per mile for official business journeys on the mainland, including petrol costs. Claims for reimbursement are made on a monthly basis.

Please ensure a valid VAT receipt for the purchase of fuel (to comply with HMRC VAT requirements) is electronically attached to each mileage claim.

For those with electric vehicles, employees are required to provide a copy of your home electricity bill with any claims submitted. Hybrid cars are treated as either petrol or diesel cars for this purpose.

#### USE OF OWN CAR/MOTORBIKE ON ST MARY'S

Island based staff who need to travel around St Mary's using a car or motorbike as part of their normal duties should consider using the Go EV Community Car Share scheme in the first instance, however they are entitled to a car/motorbike allowance with prior written approval by their Strategic Director on official business only and on sight of valid insurance and current driving licence. Employees record all trips made and mileage incurred which is reimbursed monthly at 45p per mile including petrol costs.

#### SUBSISTENCE ALLOWANCE

Employees may claim reimbursement of reasonable additional expenses actually incurred, usually whilst they are on the mainland and unable to follow their usual arrangements.

Employees can only claim reimbursement (excluding alcoholic drinks) up to the maximums below. Reimbursement of all claims will only be paid on submission of a valid vat receipt for expenditure incurred in support of each claim.

<b>Expense (also known as subsistence)</b>	<b>Maximum level As At 1 April 2025</b>
<b>Breakfast</b> (departure before 7.00am)	£8.55
<b>Lunch</b> (departure before 12 noon and return after 2.30pm)	£12.89
<b>Evening Meal</b>	£18.42
<b>Overnight Provision (Bed and Breakfast)</b> Outside major cities	£111.11
<b>Overnight Provision (Bed and Breakfast)</b> Major cities - except London	£143.65
<b>Overnight Provision (Bed and Breakfast)</b> - London	£184.29

Expense (also known as subsistence)	Maximum level As At 1 April 2025
<b>Overnight Provision (Bed and Breakfast)</b> - With relatives or friends (*please see below)	£35.91*

\* Where an employee stays overnight with friends or relatives and so avoids incurring bed and breakfast costs expenses up to the maximum will be paid, provided the expenditure can be justified.

Travel - Casual	First 10,000 business miles in tax year	Each business mile over 10,000 in tax year
Cars and Vans	0.45	0.25
Motor cycles	0.24	0.24

In exceptional circumstances, and where authorisation is given to an individual employee by their Strategic Director, additional expenditure supported by a receipt may be payable. If advice is sought in advance, employees may claim other reasonable expenses if accompanied with receipt e.g. taxi fares, car parking etc at the discretion of the Section 151 Officer. Claims for alcoholic beverages will not be reimbursed.

#### CLAIMS OVER 3 MONTHS OLD

The Council will not pay claims submitted that are over 3 months old except in the circumstances below:

- long term sickness
- maternity/adoption/shared parental etc
- suspension
- authorised extended leave beyond 3 months

You need to submit a claim on the [travel claim form](#) with the relevant signed authorisation on the form including the relevant receipts.

Any claims over 3 months old not fitting into the above reasons will only be paid if authorised in exceptional circumstances by the Strategic Director, Section 151 Officer or Chief Executive.

#### PENSIONS

Details of the Council of the Isles of Scilly's position in exercising its discretions under the Local Government Pension Scheme (LGPS) 2014 are detailed in the [Employer Discretions Policy](#).

#### SALARY AND PENSION PAYMENTS

The Council does not exclude a person in receipt of a pension from another public sector organisation from applying for and being appointed to a job with the Council. The Council's primary concern is to appoint the best person for the job utilising an effective and fair recruitment and selection process.

The Council's policy is to disregard any previous public sector retirement income as that is a matter for the relevant public sector pension fund.

## REDUNDANCY

Under the Council's severance policy, the relevant Strategic Director and Chief Executive may approve redundancies providing costs can be recovered within a two-year period.

The Council exercises discretion under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006, to make compensatory payments to employees being made redundant based on the following:

- 0.5 week's pay for each full year of service where the employees age is under 22
- 1 week's pay for each full year of service where the employees age is between 22 and under 41
- 1.5 week's pay for each full year of service where the employee's age is 41 and over.

The Council calculates compensation and redundancy payments based on actual salary and continuous local government service, up to a maximum of 20 years.

Redundant employees who have a minimum of two years' continuous service with the Council will normally be entitled to be paid statutory redundancy pay. In the event that an employee has not acquired a minimum of two years' continuous service with the Council when his or her employment terminates there will be no obligation on the Council to pay the employee any redundancy pay.

Employees who are members of the Local Government Pension Scheme and who are eligible to be paid a compensation payment as a consequence of their redundancy may convert their compensation payment into additional pensionable service.

## CONSULTATION AND ENGAGEMENT

There is no requirement to consult with recognised trade unions or staff on this item. However, the pay policy statement will be shared with the trade unions for information only and shared with staff.

## PERFORMANCE AND RISK MANAGEMENT

In accordance with the requirements of the Localism Act, this policy will be kept under review and as a minimum be reviewed and updated as necessary on an annual basis to ensure an accurate pay policy is published ahead of each related financial year.

The annual review will be facilitated and coordinated by the Chief Executive and Head of HR and Workforce Planning.

#### COMMUNICATING THE POLICY

The Council will publish its pay policy statement on its website as required by the Localism Act.

#### CHANGES TO THE POLICY

The Council may at any time by resolution of the Council amend this pay policy statement.

#### INFORMATION AND TRAINING

Further information relating to this policy can be obtained from the Human Resources office.

#### MONITORING AND REVIEW

The policy will be subject to review by no later than March 2026.

# ANNEX 1 PAY STRUCTURE 2025-2026

## Payscale - April 2025 to March 2026

Grade	SCP	Annual 2024/25	Month	Hour
1	2	24412	2034.41	12.65
	3	24795	2066.32	12.85
2	4	25185	2098.75	13.05
	5	25583	2131.94	13.26
3	7	26403	2200.22	13.68
	8	26824	2235.31	13.90
	9	27254	2271.17	14.13
	11	28142	2345.14	14.59
4	15	30024	2502.00	15.56
	17	31022	2585.16	16.08
	19	32061	2671.77	16.62
	20	32597	2716.40	16.89
5	24	35412	2951.00	18.36
	25	36363	3030.21	18.84
	26	37280	3106.66	19.33
	27	38220	3185.01	19.81
6	30	40777	3398.12	21.14
	31	41771	3480.94	21.65
	32	42839	3569.95	22.21
	33	44075	3672.89	22.85
7	36	47181	3931.74	24.46
	37	48226	4018.87	25.00
	38	49282	4106.84	25.54
	39	50269	4189.06	26.06
	40	51356	4279.70	26.63
	41	52413	4367.76	27.17
8	42	53460	4454.97	27.71
	43	54495	4541.23	28.25
	44	55590	4632.46	28.81
	45	56687	4723.87	29.38
8 Market supplement	46	57778	4814.75	29.95
	47	58897	4908.10	30.53
	48	60028	5002.34	31.11
	49	61185	5098.77	31.71
	50	62367	5197.23	32.33
	51	63571	5297.64	32.95
	52	64802	5400.16	33.59
	53	66055	5504.62	34.24
	54	67332	5611.01	34.90