

Comparison Table – Pay Policy

Key changes

Old Policy	New Policy
Combined pay policy and pay statement	Separates out a pay policy and a pay statement as two different documents. This is the pay policy. The pay statement is to follow.
7 pages including appendices	14 pages including appendices
Misses some key elements of what should be contained in both documents	Heavily consulted the LGA guidance 'Pay Policy and practice in local authorities – a guide of Councillors' as to what the policy should contain
Contains details about Officer pay and definitions as to who is covered by the statement (this will be contained in the future pay statement)	Includes information on the collective agreement, basic pay details (how and when employees are paid), pay awards, pay structure, starting pay, pay progression, pay on promotion/transfer, additional duties/honoraria, pay slip, contact details of the tax office,
Contains details about Chief Officer pay (this will be contained in the future pay statement)	Includes a table detailing various pay elements, such as basic pay, overtime/additional hours, bank holiday working, weekend and night working, standby and on call, market supplements, first aid allowance, legionella/asbestos allowance
Contains details about the lowest paid staff in RDC and the relationship between this and Chief Officer pay (this will be contained in the future pay statement)	Includes a table detailing what is pensionable and non-pensionable pay
The 'pay statement' is referenced throughout this document despite it being called the pay policy	Makes reference to redundancy, pay protection, sick pay, maternity pay, adoption, shared parental leave, maternity support leave, travel and subsistence. Further details of these are contained in different policies. The pay policy acknowledges that these are all elements of employee pay under the pay policy.
	Reference to professional fees and employee benefits
	Contains information about over and underpayments and recovery/payments of such
	Further section detailing responsibilities of Heads of Service, Managers, Employees and Employment Support Services (ESS – Payroll) in matters relating to pay