



Barrowby Parish Council

Email: clerk@barrowbyparishcouncil.gov.uk

Address: Reading Room, Church Street, Barrowby, NG32 1BX

Website: <https://barrowby.parish.lincolnshire.gov.uk>

Pay, Overtime, TOIL and Incremental Progression Policy

Document control

- **Owner:** Staffing Committee
- **Responsible officer:** Clerk / Proper Officer
- **Adopted:** 11.05.2026 (Minute ref: 8e [26/008])
- **Version:** 2026.1
- **Review:** Annually or earlier if legislation/guidance changes
- **Next review due:** January-March 2027 at Staffing for formal adoption at Parish Council
May 2027

1. Purpose

This policy sets out the Council's approach to pay, approved additional hours, time off in lieu (TOIL) and incremental progression.

It is intended to ensure consistency, fairness and proper record-keeping. It should be read alongside the employee's contract of employment, the annual appraisal process and any relevant financial procedures.

Where there is any conflict between this policy and the contract of employment, the contract will take precedence.

2. Pay

The employee's pay, spinal point/range where applicable, and contracted hours will be set out in the contract of employment and approved through the Council's proper budget-setting and staffing arrangements.

Salary will be paid monthly in arrears through payroll, subject to the usual deductions for tax, National Insurance, pension contributions and any other lawful deductions. Employees and workers are entitled to an itemised pay statement at or before the time of payment.

The Council will ensure that pay arrangements comply with National Minimum Wage requirements where applicable. Average pay for total hours worked must not fall below the relevant minimum wage.

3. Contracted hours and additional hours

Employees are expected to work their contracted hours and to manage their time reasonably in line with the needs of the role.

Where additional hours are required, these should be kept to a minimum and should normally be agreed in advance by:

- a. the Clerk, for other employees; or
- b. the Staffing Committee or other appropriate authorised person, for the Clerk.

In genuine emergencies, additional hours may be worked without prior approval, but they must be reported and recorded as soon as possible afterwards.

Because there is no general statutory entitlement to paid overtime, the Council's arrangements for additional hours are governed by the contract and this policy.

4. Overtime and TOIL

Approved additional hours will be compensated either by:

- a. **time off in lieu (TOIL)**; or
- b. **payment**, where this has been approved.

The method of compensation should be agreed in advance wherever possible and recorded clearly.

TOIL should normally be taken at a mutually agreed time, having regard to the needs of the Council and the employee's workload.

All accrued TOIL and/or approved overtime balances should normally be **cleared by 31 March** each year, unless there is an exceptional operational reason agreed in writing.

The Council may require employees to take outstanding TOIL before the end of the leave year where this is reasonably practicable.

TOIL is separate from annual leave and must be recorded separately.

5. Recording time

Employees must keep an accurate and timely record of:

- a. contracted hours worked where required for the role;
- b. approved additional hours worked;
- c. TOIL accrued; and
- d. TOIL taken.

Records should be submitted in the format required by the Council and authorised by the appropriate manager or committee lead.

Good record-keeping is important both for payroll accuracy and to help ensure compliance with working time and minimum wage requirements.

6. Incremental progression

Where a post is appointed to a salary scale rather than a single fixed salary point, incremental progression will be applied in accordance with:

- a. the contract of employment; and
- b. any applicable NJC/Green Book provisions.

Progression is not automatic unless the contract expressly provides that it is. It will normally be considered through the Council's appraisal or review arrangements.

Any decision not to award an increment where progression is contractually linked to satisfactory performance must be based on objective evidence and a fair review process.

7. Annual review

Pay and any contractual progression arrangements will normally be reviewed through the Council's annual appraisal and budget-setting process.

The Council should ensure that any salary decisions are:

- a. properly authorised;
- b. minuted where appropriate;
- c. consistent with the contract and approved budget; and
- d. confirmed in writing where they affect contractual pay.

8. Deductions and overpayments

Any deductions from pay must be lawful and in accordance with the contract and applicable legislation.

If an overpayment is identified, the Council will normally discuss repayment arrangements with the employee before recovery, unless the contract already provides a clear right of deduction. Unlawful deductions from wages are prohibited by law.

9. Relationship with annual leave

TOIL is not annual leave and should not be recorded as annual leave.

Annual leave entitlement, bank holiday arrangements and carry-over rules are governed by the contract and the Council's leave arrangements. Where carry-over is permitted, it should be supported by a legally enforceable agreement such as the contract or policy.

10. Review

This policy will be reviewed periodically to ensure that it remains consistent with current legislation, the employee's contract and parish council best practice.