

PAYROLL PROCEDURES

Adopted 13th February 2017

<p>Policy Rationale</p>	<p>In being a responsible employer, Somersham Parish Council will pay all employees accurately and on time.</p> <p>Somersham Parish Council will also comply with all legislative requirements, employer responsibilities, and relevant tax and financial obligations in being an employer.</p> <p>It should be noted that this payroll policy only covers aspects of paying employees. Somersham Parish Council's employment policies, processes and procedures are also covered in the Staff Handbook and Adopted Financial Regulations.</p>
<p>Policy Statement(s)</p>	<p>All of Somersham Parish Council's payroll obligations will be met in accordance with the following:</p> <ol style="list-style-type: none"> 1. Somersham Parish Council will pay its employees accurately and on a timely basis, in accordance with the terms and conditions of employment agreements 2. Somersham Parish Council will maintain a separate wage and salary record for all staff, including holidays entitled to / taken, and sick days entitled to / taken 3. All non-electronic employee payroll information will be kept in a locked facility to ensure the security of that information 4. Upon receipt of appropriately authorised information, Somersham Parish Council will endeavour to update employee payroll information in an accurate and timely manner 5. All payroll related payments will be made by direct debit. Manual payments can be made in very special circumstances within Somersham Parish Council's Delegated Authorities 6. All staff will be provided with payslips either electronically or on request in paper form. 7. Any payment to an employee in excess of their Employment Agreement entitlements are required be authorised by Somersham Parish Council. 8. Advances on wages / salaries to staff will not be paid



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	<p>9. All deductions from Gross Pay are to be made and forwarded to Inland Revenue on time.</p> <p>10. All Inland Revenue and Pension payment returns (if any) are to be completed and paid in accordance with HMRC requirements, the Workplace Pension Scheme and Somersham Parish Council policy</p> <p>Somersham Parish Council's Clerk/ RFO is responsible for ensuring:</p> <ol style="list-style-type: none"> 1. Somersham Parish Council's Payroll software and systems are fit-for-purpose, current and secure (Currently using HMRC's Basic PAYE Tools) 2. All changes in remuneration (including bonuses) are appropriately reviewed and authorised, in accordance with Somersham Parish Council's approved pay scales, before processing of payroll system transactions and payments 3. All payroll liabilities are fairly reflected in the Financial Statements and Management Reports of the organisation 4. Segregation of duties, whereby no employee is responsible for both processing payroll transactions and processing payroll payments 5. Pay will be made and authorised by two Councillors in accordance with Adopted Financial Regulations No 5. Banking Arrangements & Authorisation of Payments and No 7. Payment of Salaries
<p>Policy Implementation and Related Procedure Documents</p>	<p>The implementation and review of this policies is the responsibility of Somersham Parish Council's Finance & Risk Working Party.</p> <p>Somersham Parish Council's Clerk/ RFO is responsible for:</p> <ul style="list-style-type: none"> • Implementing and updating Payroll systems and procedures in accordance with best practice principles. • The performance of the payroll function in accordance with Somersham Parish Council's approved pay scales. • Ensuring all payroll tax returns are completed accurately, filed and taxes are paid on time • Providing quarterly reports to the Finance & Risk Working Party on the status of Somersham Parish Council employee leave balances. <p>The following Somersham Parish Council policies and frameworks should</p>



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	<p>be referred to in this regard:</p> <ul style="list-style-type: none"> • Financial Regulations – Adopted February 2017 • Employment Contracts • Staff Handbook – June 2016 • Equal Opportunities Policy – June 2016 • Disciplinary & Grievance Policies – June 2016 • Pension Policy – June 2016 • Travel & Expenses Policy – June 2016
Legislative Compliance Considerations	<ul style="list-style-type: none"> • The Employment Rights Act 1996 • The Equality Act 2010 • Finance Act 2015
Review Protocol	<p>Policy Reviewed By: Finance & Risk Working Party</p> <p>Date Reviewed: February 2017</p> <p>Next Review Date: February 2018</p> <p>Revokes Policy Reviewed: [None]</p>