

Colne Parish Council



Payroll Procedure **Adopted by the Council on the 24th April 2018**

Introduction

In being a responsible employer, Colne Parish Council will pay all employees accurately and on time.

Colne Parish Council will also comply with all legislative requirements, employer responsibilities, and relevant tax and financial obligations in being an employer, as per the adopted Financial Regulations.

Policy Statement. ⁱ

All of Colne Parish Council's payroll obligations will be met in accordance with the following.

- Colne Parish Council will pay its employees accurately and on a timely basis, in accordance with the terms and conditions of employment agreements.
- Colne Parish Council will maintain a separate wage and salary record for all staff, including holidays entitled to/taken, and sick days entitled to/taken.
- All non-electronic employee payroll information will be kept in a locked facility to ensure the security of the information.
- Upon receipt of appropriately authorised information, Colne Parish Council will endeavour to update employee payroll information in an accurate and timely manner.
- All payroll related payments will be made by cheque.
- All staff will be provided with payslips either electronically or on request in paper form.
- Any payments to an employee in excess of their Employment Agreement entitlements are required to be authorised by Colne Parish Council.
- Advances on wages/salaries to staff will not be paid.
- All deductions from Gross Pay are to be made and forwarded to Inland Revenue on time.
- All Inland Revenue returns (if any) are to be completed and paid in accordance with HMRC requirements and Colne Parish Council policy.

Colne Parish Council's Vice Chairman is responsible for ensuring:

- Colne Parish Council's Payroll software and systems are fit-for-purpose, current and secure (Currently using HMRC's Basic PAYE Tools).
- All changes in remuneration (including bonuses) are appropriately reviewed and authorised, in accordance with Colne Parish Council's approved pay scales, before processing of payroll system transactions and payments.
- All payroll Liabilities are fairly reflected in the Financial Statements and Management Reports of Colne Parish Council.
- Pay will be made and authorised by two Councillors in accordance with Adopted Financial Regulations.

Policy Implementation and related Procedure Documents.

Colne Parish Council's Vice Chairman is responsible for:

- Implementing and updating Payroll systems and procedures in accordance with best practice principles.
- The performance of the payroll function in accordance with Colne Parish Councils approved pay scales.
- Ensuring all payroll tax returns are completed accurately, filed and taxes are paid on time.

The following Colne Parish Council policies and frameworks should be referred to in this regard:

- Financial Regulations – Adopted April 2018
- Employment Contracts
- Equality Policy – Adopted in April 2018
- Disciplinary & Grievance Policies – Adopted in April 2018
- Pension Policy – Adopted June 2018
- Travel & Expenses Policy – Adopted June 2018

To be reviewed annually

ⁱ The Employments Rights Act 1996 – The Equality Act 2010 – Finance Act 2015