

# Nuneham Courtenay Parish Council

<http://nunehamcourtenay.org.uk/>

## Procedure for payment of salary of Council employees

1. The Council's Financial Regulations – based on the national model issued by the National Association of Local Councils – state:

Payment of salaries and payment of deductions from salary such as may be required to be made for tax, National Insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above. (Reg 7.2)
2. The Council has never stipulated bi-monthly payment of salaries in employment contracts – to the best of the current Council's knowledge – so it is not, and probably never has been possible, to meet the requirements of employment contracts and have all payments authorised by a Council meeting before they are made.
3. This procedure attempts to codify and put on a sound basis what is understood to have been past practice.
4. **Every employee shall record their hours worked on a daily basis, totalled at the end of each month.**
5. When it is time to make a payment of salary for the period specified in an employee's contract, the employee shall present the record of their hours worked for that period to the Chair and Vice-Chair for checking and approval.
6. Upon approval of the employee's hours by the Chair and Vice-Chair, the Responsible Financial Officer (RFO) shall arrange for payment of the appropriate amount to the employee.
7. The RFO shall first calculate the employee's gross salary, based on the appropriate hourly rate for the period in question.
8. The RFO shall next calculate any relevant deductions for tax, National Insurance and pension contributions, or similar statutory or discretionary deductions.
9. The RFO shall then present to the Chair and Vice-Chair for checking and approval cheques to be signed to the employee and, where required, the appropriate bodies for tax, National Insurance and pension contributions, or similar statutory or discretionary deductions applicable in the employee's case.

c/o 20a Harley Road, OXFORD, OX2 0HR

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10. The Clerk shall ensure the agenda of the next ordinary Council meeting includes ratification by the Council of each payment made since the last Council meeting by the Chair and Vice-Chair on the basis of this procedure.
11. In the event of absence or vacancy in respect of the Chair or Vice-Chair, any other member of the Council who is a signatory on the Council's bank mandate may deputise for either of them.

draft

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