Nuneham Courtenay Parish Council

https://nunehamcourtenay-pc.gov.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 shall be made, after deduction of tax, National Insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts. (Reg 10.4)
   >
   > Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above. (Reg 10.5)

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. The Council will employ the Clerk and any other staff it may employ on the basis of the average monthly hours it estimates the employee will need to work measured over a financial year.
4. The Council will specify in an employee's contract whether they are to be paid monthly, quarterly or at some other frequency.
5. Every employee shall record their actual hours worked on a daily basis, totalled at the end of each month.
6. 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 for checking and approval to:
   a) The Council, in a case where it is possible for the payment to the employee to be approved by the Council before it is made
   b) In any other case, to the Chair and Vice-Chair.
7. Upon approval of the employee's hours by either the Council or, as the case may be, the Chair and Vice-Chair, the Responsible Financial Officer (RFO) shall 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.

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9. The RFO shall then arrange for payment of the appropriate amounts to the employee, HMRC and any pension provider.
10. In a case where a payment to an employee has been made in between meetings of the Council, 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.
12. The Council shall calculate the holiday pay due to an employee in accordance with the law and for this purpose an employee's leave year shall always be the calendar year, not the financial year.
13. Once per year the Council will compare the hours actually worked by an employee to the others stated in their contract and adjust the next salary payment to ensure the employee has been paid the amount appropriate to the hours they have actually worked.

This procedure was adopted by Nuneham Courtenay Parish Council at the meeting of the Council held on 11th September 2025 [minute ref 25/32].