



Payroll Processes Policy

Policy Number	PAYPRO001
Target Audience	CCG Board CCG Staff
Approving Committee	Chief Finance Officer
Date Approved	17 December 2014
Last Review Date	July 2018
Next Review Date	December 2019
Policy Author	Amanda Williams, Head of Financial Accounting and Reporting
Version Number	V2

Applicable Statutory, Legal or National Best Practice Requirements	Under the provisions of its Constitution, the Group is required to prepare detailed financial policies to support its prime financial policies. This document serves to discharge that responsibility for this subject-area.
---	--

The CCG is committed to an environment that promotes equality, embraces diversity and respects human rights both within our workforce and in service delivery. This document should be implemented with due regard to this commitment.

This document can only be considered valid when viewed via the CCG's intranet. If this document is printed into hard copy or saved to another location, you must check that the version number on your copy matches that of the one online.

Approved documents are valid for use after their approval date and remain in force beyond any expiry of their review date until a new version is available.

Issue Date: July 2018	Page 1 of 7	Detailed Financial Policy – Payroll Processes Policy	Version No: V2
--------------------------	-------------	--	----------------

Version Control Sheet

Version	Date	Reviewed By	Comment
V1.0	November 2013	NHS Audit North West	Initial Drafting
V1.1	August 2014	Amanda Williams	Completion of initial draft
V1.2	October 2014	Jackie Murray	Review by Deputy Chief Finance Officer
V1.2	December 2014	Annette Walker	Review by Chief Finance Officer
V1.2	December 2014	CCG Executive	For approval
V2	July 2018	Amanda Williams	Updated by Head of Financial Accounting and Reporting
V2	July 2018	Jackie Murray	Review by Deputy Chief Finance Officer
V2	July 2018	Ian Boyle	Approved by Chief Finance Officer

Analysis of Effect completed:	By:	Date:
-------------------------------	-----	-------

Contents

Page

Issue Date: July 2018	Page 2 of 7	Detailed Financial Policy – Payroll Processes Policy	Version No: V2
--------------------------	-------------	--	----------------

1.	Introduction and Aims	4
2.	Accountability, Responsibilities and Training	4
3.	Policy	5
4.	Internet	6
5.	Monitoring and review	6
6.	Legislation and related documents	7
7.	Other relevant Procedural Documents	7
8.	References	7

Introduction and Aims

1.1 Under the provisions of its Constitution, Bolton Clinical Commissioning Group is required to prepare detailed financial policies to support its Prime Financial Policies. This document serves that responsibility for this subject area.

POLICY – the group will

- put arrangements in place for an effective payroll service

1.2 The detailed financial policies identify the financial responsibilities which apply to everyone working for the CCG and its constituent organisations. The Chief Finance Officer is responsible for approving all detailed financial policies.

1.3 The detailed financial policies have effect as if incorporated in the Standing orders of Bolton Clinical Commissioning Group.

1.3 The detailed financial policies apply to all those employed by the CCG, including Governing Body Members, Clinical Leads, Officers and Staff.

1.4 Should any difficulties arise regarding the interpretation or application of the detailed financial policy then the advice of the Chief Finance Officer must be sought before acting.

1.5 The user of the detailed financial policy should also be familiar with and comply with the provisions of the group's constitution, standing orders, prime financial policies and scheme of reservation and delegation.

1.6 Failure to comply with detailed financial policies and standing orders can in certain circumstances be regarded as a disciplinary matter that could result in dismissal.

2. Accountability, Responsibilities and Training

2.1.1 The Chief Finance Officer is responsible for ensuring that only employees of the CCG are paid, and for all and only the work performed.

3. Policy

3.1 Payroll Process

3.1.1 Remuneration and Terms of Service

3.1.2 In accordance with Standing Orders the CCG has established a Remuneration Committee, with clearly defined terms of reference, specifying which posts fall within its area of responsibility, its composition, and the arrangements for reporting.

Issue Date: July 2018	Page 4 of 7	Detailed Financial Policy – Payroll Processes Policy	Version No: V2
--------------------------	-------------	--	----------------

3.1.3 The Remuneration Committee has delegated authority from the Governing Body on determinations about the remuneration and terms of service of members of the Governing Body to ensure they are fairly rewarded for their individual contribution to the CCG, having proper regard to the CCG's circumstances and performance.

3.1.4 The Governing Body also considers and approves recommendations from the Remuneration Committee for the setting of remuneration and conditions of service for those employees and officers not covered by the Committee.

3.2 Funded Establishment

3.2.1 The manpower plans incorporated within the annual budget form the funded establishment may not be varied without the explicit written approval of the Chief Officer or Chief Finance Officer.

3.3 Staff Appointments

3.3.1 No Officer, Member of the CCG Governing Body, clinical lead or employee may engage, re-engage, or re-grade employees, either on a permanent or temporary basis, or hire agency staff, clinical leads, or agree to changes in any aspect of remuneration:

- Unless authorised to do so by the Chief Officer or Chief Finance Officer; and
- is within the limit of their approved budget and funded establishment; and
- is in accordance with the Recruitment and Selection Code of Practice.

3.4 Processing Payroll

3.4.1 The Chief Finance Officer is responsible for:

- specifying timetables for submission of properly completed and authorised time records and other notifications;
- advising the payroll service providers of authorised officers including their specimen signatures, and the limits of their authorities;
- agreeing method of payment, and payment dates.

3.4.2 Regardless of the arrangements for providing the payroll service, the Chief Finance Officer shall ensure that the chosen method is supported by appropriate (contracted) terms and conditions, adequate internal controls and audit review procedures and, that suitable arrangements are made for the collection of payroll deductions and the subsequent payment of these deductions to appropriate bodies. The contract for the payroll service will stipulate that only documents signed by authorised officers may be processed.

3.4.3 The Chief Finance Officer will make arrangements to seek appropriate assurances from the payroll services provider on the effective application of internal controls.

3.4.4 Appropriately nominated managers have delegated responsibility for:

- submitting time records, and other notifications in accordance with agreed timetables;
- completing time records and other notifications following the principles of 'negative reporting', in accordance with the Chief Financial Officer's instructions and in the form prescribed by the Chief Finance Officer;
- authorising time records for staff for whom they have direct line responsibility, ensuring that they do not inadvertently authorise their own record;
- authorising and submitting termination forms in the prescribed form immediately upon knowing the effective date of an employee's or officer's resignation, termination or retirement. Where an employee fails to report for duty in circumstances that suggest they have left without notice, the Chief Finance Officer must be informed immediately.

3.5 **Contracts of Employment**

3.5.1 The Chief Financial Officer will ensure that all employees are issued by the Human Resources function with a Contract of Employment; and that GP Governing Body members have a contract of appointment, contract for service or contract of employment as appropriate, in a form approved by the Governing Body and which complies with employment legislation.

3.5.2 Regardless of the arrangements for providing the Human Resources service, the Chief Finance Officer shall ensure that the chosen method is supported by appropriate (contracted) terms and conditions.

4 **Internet**

4.1 A list of the group's detailed financial policies will be published and maintained on the group's website at www.boltonccg.nhs.uk.

5 **Monitoring and review**

5.1 The effective operation of these arrangements will be monitored by the Chief Finance Officer as a part of the routine monitoring of operational performance in the CCG. In addition, and on a risk basis, it will feature in the internal audit work programmes.

5.2 There are no specific performance indicators relating to this policy as such, although instances such as salary overpayments or underpayments usually serve to highlight delays in processing employee changes by managers and inefficient application of internal checks and controls.

Issue Date: July 2018	Page 6 of 7	Detailed Financial Policy – Payroll Processes Policy	Version No: V2
--------------------------	-------------	--	----------------

6 Legislation and related documents

6.1 This detailed financial policy should be read in conjunction with the following documents:

- Prime Financial Policies
- Commissioning Strategy, Budgets, Budgetary Control and Monitoring
- Expenditure Control
- Cash and Banking Policy
- Accounting Systems
- Gifts, Hospitality and Commercial Sponsorship Policy
- CCG Constitution
- Anti-Fraud, Bribery and Corruption Policy
- Conflicts of Interest
- Recruitment and Selection Code of Practice

7 Other relevant procedural documents

7.1 These detailed financial policies identify the responsibilities which apply to everyone working for the CCG. They do not provide detailed procedural advice and should be read in conjunction with the detailed departmental and operational procedure notes. This policy will be available to all staff on the CCG Website.

8 References

- NHS Act 2006
- Health and Social Care Act 2012.
- Bribery Act 2010