



Bolton Clinical Commissioning Group

Payroll Processes Policy

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Approving Committee	CCG Executive
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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.
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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.

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

Analysis of Effect completed:	By:	Date:
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1 Introduction

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

1.1 Objective

The overall objective of the policy is to ensure that only employees of the CCG are paid, and for all and only the work performed.

1.2 Scope

The policy applies to all those employed by the CCG, including Governing Body members, Clinical Leads, Officers and Staff.

2 Definitions

2.1 The definitions applicable to this policy are as follows:

Payroll Service A payroll service involves the provision of advice, products and services to internal/external customers which ensures that accurate and timely remuneration, statutory deductions and entitlements are made in relation to the employees of an organisation.

Remuneration Committee A remuneration committee is a body established to ensure that remuneration arrangements support the strategic aims of the CCG and facilitate the recruitment, motivation and retention of senior staff whilst also complying with the requirements of regulation.

Terms & Conditions of Service Terms and conditions of service are the elements of a contract which help to define the relationship between an employer and an employee. They include conditions of employment, contracts of employment including fixed term, short term and temporary contracts, contractual change, probationary periods, notice periods etc.

3 Other Relevant Procedural Documents

3.1 This policy should be read in conjunction with the following documents that are available on the CCG Intranet:

- Commissioning Strategy, Budgets, Budgetary Control and Monitoring Policy;
- Recruitment and Selection Code of Practice
- Records Management;
- Corporate Records Archiving Policy and Procedure
- Expenditure Control;
- Accounting Systems;
- Information Governance Policy.

4 Roles and Responsibilities

4.1 The key roles and responsibilities are set out in the following sections.

5 Payroll Processes

5.1. Remuneration and Terms of Service

- 5.1.1. 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.
- 5.1.2. The Remuneration Committee makes recommendations to the Governing Body on 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.
- 5.1.3. 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.

5.2 Funded Establishment

- 5.2.1. 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.

5.3. Staff Appointments

- 5.3.1. 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.

5.4. Processing Payroll

- 5.4.1. 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.

5.4.2. 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.

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

5.4.4. 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.

5.5. Contracts of Employment

5.5.1. 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.

5.5.2 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.

6. Consultation

6.1.1 Key individuals/groups involved in the development of the document to ensure it is fit for purpose once approved.

Name	Designation
Annette Walker	Chief Finance Officer
Amanda Williams	Head of Financial Accounting and Reporting
Jackie Murray	Deputy Chief Finance Officer
Executive Team	

7. Dissemination and Implementation

7.1 Dissemination

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.

7.2 Implementation

The policy will be presented to staff as part of the induction arrangements for new starters in relevant posts.

8. Process for Monitoring Compliance and Effectiveness

8.1 For all members of the Governing Body and any employees who carry-out a financial function, the form in which financial records are kept, and the manner in which duties are discharged must be to the satisfaction of the Chief Finance Officer.

- 8.2 The Chief Finance Officer is responsible for implementing the CCG's financial policies and for co-ordinating any corrective action necessary to further these policies.
- 8.3 The processes for monitoring the quality of the contracted-out services for Payroll and Human Resources will provide information regarding the effectiveness of the implementation of these procedural requirements.

9. Standards/Key Performance Indicators

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

10. References

- 10.1 Not applicable.