
REGULATION 11: PAYMENTS TO EMPLOYEES

- 11.1 Salaries and Allowances
- 11.2 Employee Expenses and Deductions

11.1 SALARIES AND ALLOWANCES

Salaries are paid in accordance with the approved *establishment* for Portchester Crematorium. They are generally paid monthly in arrears and payment is made by BACS.

The latest salary scales for the Crematorium are available from the Payroll Management System at Fareham Borough Council. Any queries on payroll matters should be referred to the Payroll Officers in the Operational Finance Section at Fareham Borough Council. Any queries on establishment matters should be referred to the Manager of Portchester Crematorium.

- 11.1.1 **Overall Responsibility:** The payment of all salaries and other payments to employees shall be made by or under arrangements approved by the Treasurer to the Joint Committee.
- 11.1.2 **Changes to Establishment:** Responsible Officers must seek guidance from the Treasurer to the Joint Committee in respect of proposed changes to the employee establishment to ensure adequate budgetary provision. Any proposal must be reported to the Joint Committee for approval prior to implementation.
- 11.1.3 **Changes to Post-holders:** Responsible Officers must follow the Scheme of Delegation to Officers in place to manage appointments, resignations, dismissals, absences from duty and other such information required in connection with the calculation and payment of salaries and wages. These must be done promptly to avoid unnecessary salary corrections after payment is made.
- 11.1.4 **Budgetary Control:** The Treasurer to the Joint Committee must ensure proper financial control of employee budgets in accordance with their revenue expenditure responsibilities.

11.2 EMPLOYEE EXPENSES AND DEDUCTIONS

These relate to expense claims and deductions which are added to or subtracted from the regular salary and allowance payments. Examples of claims would be overtime, or travel and subsistence. Examples of deductions would be union subscriptions.

- 11.2.1 **Making an expense claim:** Claims made must contain all necessary information, be made promptly, normally a month in arrears, and be authorised by an appropriate Officer before being considered for payment.

- 11.2.2 **Proof of Expenditure:** VAT receipts as proof of expenditure must be obtained and submitted with the claim form before reimbursement is made. Car park tickets are acceptable for proof of parking expenditure.
- 11.2.3 **Authorisation Checks:** An authorising officer certifying a claim must be satisfied that:
- a) the time or expenditure claimed is reasonable and accurate;
 - b) the duties or activities described have been performed;
 - c) payment is in accordance with the employee's contract of employment or Local / National agreements on Pay and Conditions of Service.
- 11.2.4 **Deductions:** Deductions from salaries must be in accordance with the Wages Act 1986, which requires specific written employee authorisation before any deduction can be made, unless covered by statute or other legal order. These should then be appropriately accounted for and paid promptly to the receiving bodies.
- 11.2.5 **Travel Claims:** Individuals are responsible for establishing the most economical and feasible method of transport to make work related journeys that may include the use of personal car for work related travel.
- 11.2.6 When travelling from home, claims should only be made for expenditure above that which would normally be incurred by an employee travelling from home to the normal place of duty.