

Hawthorn Parish Council (HPC)



Payroll Procedures

Adopted June 2026



Payroll Procedures

1 Introduction

- 1.1 In being a responsible employer, HPC will pay all employees accurately and on time.
- 1.2 HPC will also comply with all legislative requirements, employer responsibilities, and relevant tax and financial obligations in being an employer, as per the adopted Financial Regulations.

2 Policy Statement

All of HPC's payroll obligations will be met in accordance with the following.

- 2.1 HPC will pay the Parish Clerk accurately and on a timely basis, in accordance with the terms and conditions of employment agreements.
- 2.2 HPC will maintain a wage and salary record for the Clerk, holidays entitled to/taken, and sick days entitled to/taken.
- 2.3 Upon receipt of appropriately authorised information, HPC will endeavour to update employee payroll information in an accurate and timely manner.
- 2.4 All payroll related payments will be made by cheque.
- 2.5 The Clerk will be provided with payslips either electronically or on request in paper form.
- 2.6 Advances on wages/salaries to the Clerk will not be paid.
- 2.7 All deductions from Gross Pay are to be made and forwarded to Inland Revenue on time.
- 2.8 All Inland Revenue returns (if any) are to be completed and paid in accordance with HMRC requirements and HPC policy.

3 Payroll Systems

- 3.1 HPC uses HMRC's Basic Tools software for their payroll systems. This processes all of the information including:-
 - a Produces payslips
 - b Calculating PAYE income tax and national insurance
 - c Any pension contributions
 - d All end of year forms i.e. P60's etc.
 - e Contributions owed to HMRC

4 Payments

- a. All changes in remuneration (including bonuses) are appropriately reviewed and authorised, in accordance with HPC's approved pay scales, before processing of payroll system transactions and payments.
- b. All payroll payments are included in the expenditure details considered by HPC
- c. Payments will be made and authorised by two Councillors in accordance with Adopted Financial Regulations. Policy Implementation and related Procedure Documents.

5 Responsibilities

5.1 HPC is responsible for:

- a Implementing and updating Payroll systems and procedures in accordance with best practice principles.
- b The performance of the payroll function in accordance with HPCs approved pay scales.
- c Ensuring all payroll tax returns are completed accurately, filed and taxes are paid on time.

6 Pay Awards

- 6.1 The Clerk is paid in accordance with her contract which is the Model NALC / SLCC joint contract.
- 6.2 Reports on pay awards are given and approved by HPC as and when awarded.

7 Pensions

- 7.1 Pension contributions are included in the payroll calculation.
- 7.2 Nest is the workplace pension set up by government and all staff must be given the opportunity to join.