

**DECISION TAKEN BY OFFICER UNDER SECTION 13 OF THE LOCAL
AUTHORITIES EXECUTIVE ARRANGEMENT REGULATIONS 2012**

Officer: Carl Wilcox, Head of Human Resources

Service Unit: HR

Date of Decision: 8 December 2014

Title: Local Government Services pay award, 2014/16: non-consolidated, one-off payments

Decision(s) Taken:

The decision is taken to remit the non-consolidated, one-off payments that form part of this unusually complex pay award in a single set of transactions in December pay, rather than taking the alternative route of paying only £100 in December and the balance for staff on SCPs 26-49 the following April.

Threshold Trigger: (please delete as required and give background)

- (i) Decisions having a substantive effect on the provision of services, in this case based on the administrative costs and staff time involved within the Payroll team.

Reason for the Decision:

This pay award is much more complex than is normally the case, especially in respect of the variety of one-off, non-consolidated payments set at different amounts, depending on where the employee is paid on the national pay spine. Having staff paid between SCPs 26-49 paid in two instalments, the first in December and the second in April, would add significantly to the staff time and therefore cost of administering this.

The amounts in question are very small, with the proposed second payments in April varying between £3 and £93 gross, and even lesser amounts where the employee is part-time. The interest payments that would be accrued from holding back these second payments until April 2015 would therefore be small, and would be outweighed by the extra staffing costs incurred if the payments were made in two stages.

Also, advice from Financial Services is that the April payments would have to accrued back to the 2014/15 financial year for accounting purposes, because the effective date for determining their payment is 1 December 2014. So by taking this decision unnecessary work is being avoided in Accountancy as well as in Payroll.

Finally, because the effective date for payments is that the employee worked for BoP on 1 December 2014, the April payments would need to include payments to employees who by then may have left the organisation, but still entitled to receive the extra amount.

Declaration of Interest(s), to include:

None.

Report/Information Considered:

None.

Alternatives Considered:

Paying the second instalment in April.

Budget Implications:

Head of Financial Services has been consulted, who said he had no objection to the proposed course of action on budget grounds.

Signed: **Carl Wilcox**.....

Dated: **9/12/14**