

PAY ADVANCES

2016

Important: This document can only be considered valid when viewed on the CCG's website.

If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.

| | |
|----------------------|--------------------------------|
| Name of Policy: | Pay Advances |
| Date Issued: | 16 th November 2016 |
| Date to be reviewed: | 16 th November 2017 |

| | | |
|-------------------------------------|---|--------------------------------|
| Policy Title: | Pay Advances | |
| Supersedes: (Please List) | All previous versions of Pay Advances procedure | |
| Description of Amendment(s): | Reformatting to new policy template/ rewording as necessary / review of impact analysis | |
| This policy will impact on: | All employees | |
| Financial Implications: | No change | |
| Policy Area: | Finance | |
| Version No: | 2.0 | |
| Issued By: | Danny Storr, Deputy CFO | |
| Author: | Victoria Rimmington, Finance Manager | |
| Document Reference: | FIN016 | |
| Effective Date: | 16 th November 2016 | |
| Review Date: | 16 th November 2017 | |
| Impact Assessment Date: | 3 rd November 2016 | |
| APPROVAL RECORD | Approved IAGC | 15 th November 2016 |
| | | |
| | | |
| Consultation: | IAGC 15 th November 2016 | |
| | | |

Contents

| Section | Page |
|--|-------------|
| 1. Policy Statement | 4 |
| 2. Principles | 4 |
| 3. Impact Analysis | 4 |
| 4. Monitoring and Review | 5 |
| 5. Responsibilities | 5 |
| 6. NHS Constitution | 5 |
| 7. Procedure | 5 |
| .Appendix A – Equality Impact Analysis | 7 |

1. Policy Statement

The purpose of this policy is to provide guidance when a salary advance payment may be required, and the procedure for making salary advance payments.

This policy applies to all staff that are to be paid directly through Hull CCG payroll.

2. Principles

This policy is available on the internet for all staff.

3. Impact Analysis

Equality

The CCG is committed to:

- Eliminating discrimination and promoting equality and diversity in its policies, procedures and guidelines, and
- Designing and implementing services, policies and measures that meet the diverse needs of its population and workforce, ensuring that no individual or group is disadvantaged.

To ensure the above this policy has been Equality Impact Assessed (see Appendix A)

Bribery Act 2010

The CCG follows good NHS business practice as outlined in the Business Conduct Policy and has robust controls in place to prevent bribery.

Under the Bribery Act 2010, it is a criminal offence to:

- Bribe another person by offering, promising or giving a financial or other advantage to induce them to perform improperly a relevant function or activity, or as a reward for already having done so; and
- Be bribed by another person by requesting, agreeing to receive or accepting a financial or other advantage with the intention that a relevant function or activity would then be performed improperly, or as a reward for having already done so.

Due consideration has been given to the Bribery Act 2010 in the development of this policy document and consistent application of this policy will mitigate bribery in relation to this policy.

4. Monitoring and Review

This policy will be reviewed annually and more often if required.

5. Responsibilities

The CCG/Embed finance team are responsible for ensuring payments are made and recovered as soon as possible with financial controls and checks in place.

The line manager is responsible for ensuring all paperwork is completed in time for payroll deadlines to avoid the use of pay advances where possible.

Where pay advances are necessary, they are responsible for informing employees of this policy.

6. NHS Constitution

The CCG is committed to:

- The achievement of the principles, values, rights, pledges and responsibilities detailed in the NHS Constitution, and
- Ensuring they are taken account of in the production of its Policies Procedures and Guidelines.

This policy supports the NHS Constitution by committing to use NHS resources responsibly and fairly and providing best value for taxpayer's money.

7. Procedure

A salary advance payment may be made in **exceptional** circumstances and can be requested for a number of reasons:

- If an employee has started after the payroll deadline (currently 7th working day of the month), and the starter information has not been received in time to put the employee on the payroll.
- If an employee has been re-graded or has their hours increased and the information is not processed in time to adjust the monthly payment.

In such circumstances it must be agreed by the relevant manager for a payment to be made.

The CCG finance team emails the Embed to notify a pay advance needs to be made, including bank details of the employee, start date and pay scale band.



This is then notified to HR/payroll provider to make an estimated payment to the employee via a payment request to the /Embed, who will input onto CCG ledger and send to deputy CFO for authorisation.

The payroll provider will ensure the advance is deducted from the next salary payment via the payroll system.

The estimate will be based on NET pay i.e. 60% of gross pay.

All requests for salary advances must be made via the CCG finance team as there are strict financial controls in place to ensure that any advances made are recovered in a timely manner.

The payments request log will indicate all salary advances in a separate column monitoring the volume and reasons to ensure any underlying problems are identified and resolved accordingly.

Each month when a member of Embed staff uploads the payroll file, checks will be carried out to ensure that that the previous month's salary advances have all been deducted.

APPENDIX A

| Equality Impact Analysis: | | | | | | | | | |
|---|--|-----------|-------------------------------------|---------------|--------------------------|-----------------------|--------------------------|--------------------|--------------------------|
| Policy / Project / Function: | Financial Policy – Pay Advances | | | | | | | | |
| Date of Analysis: | 01 November 2016 | | | | | | | | |
| This Equality Impact Analysis was completed by: (Name and Department) | Victoria Rimmington Finance Manager Resources | | | | | | | | |
| What are the aims and intended effects of this policy, project or function? | This procedure is intended to inform employees and managers of the steps and controls in place to enable pay advances to be made when necessary. | | | | | | | | |
| Please list any other policies that are related to or referred to as part of this analysis | None | | | | | | | | |
| Who does the policy, project or function affect ? Please Tick ✓ | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Employees</td> <td style="text-align: center; padding: 5px;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Service Users</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Members of the Public</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Other (List Below)</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> </table> | Employees | <input checked="" type="checkbox"/> | Service Users | <input type="checkbox"/> | Members of the Public | <input type="checkbox"/> | Other (List Below) | <input type="checkbox"/> |
| Employees | <input checked="" type="checkbox"/> | | | | | | | | |
| Service Users | <input type="checkbox"/> | | | | | | | | |
| Members of the Public | <input type="checkbox"/> | | | | | | | | |
| Other (List Below) | <input type="checkbox"/> | | | | | | | | |

| Equality Impact Analysis: | |
|---|---|
| Local Profile/Demography of the Groups affected (population figures) Relevant data can be found in the attached Knowledge Management Toolkit | |
| General | Total number of employees in the CCG is 78 |
| Age | 73.07% of staff are aged 30-55 20.51% of staff are over 55 6.41% of staff employed are aged 30 or under |
| Race | 94.87% of staff employed in the CCG declared themselves white 3.85% of staff are not stated/undefined 1.27% of staff declared themselves Asian |
| Sex | 70.51% of staff employed are female 39.49% of staff employed are male |
| Gender reassignment | No information available |
| Disability | 57.69% of staff employed declared themselves as having no disability 38.46% of staff did not declare /undefined0 3.85% of staff declared a disability |
| Sexual Orientation | 56.41% of staff described themselves as heterosexual 43.59% did not wish to respond /undefined No staff described themselves as gay, lesbian or bisexual |
| Religion, faith and belief | 47.44% were undefined or did not wish to declare – the largest group 35.90 of staff declared themselves Christian 11.54% declared themselves Atheist 5.13% of staff declared their faith as 'other' Zero staff declared as Islam, Buddhism, Hindu, Judaism or Sikhism |
| Marriage and civil partnership | 64.10% of employees are married. 25.64% are single 7.69% are divorced/legally separated 2.56% are undefined 0% of employees are in a civil partnership |
| Pregnancy and maternity | No information yet as the CCG has not been established long enough to build meaningful data |

| Equality Impact Analysis: | |
|---|--|
| <p>Is any Equality Data available relating to the use or implementation of this policy, project or function ?</p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as '<i>Equality Groups</i>'.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <p>1: Application success rates <i>Equality Groups</i></p> <p>2: Complaints by <i>Equality Groups</i></p> <p>3: Service usage and withdrawal of services by <i>Equality Groups</i></p> <p>4: Grievances or decisions upheld and dismissed by <i>Equality Groups</i></p> | <p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document).</p> |
| <p>List any Consultation e.g. with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function</p> | |
| <p>Promoting Inclusivity How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation</p> | <p>This procedure applies to all employees of the CCG,</p> |

Equality Impact Assessment Test:

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

| Protected Characteristic: | No Impact: | Positive Impact: | Negative Impact: | Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists |
|---|-------------------|-------------------------|-------------------------|--|
| Gender (Men and Women) | ✓ | | | This has been considered and has a neutral impact. The policy applies equally to all staff regardless of gender. |
| Race (All Racial Groups) | | | ✓ | Potential Language barrier. Policies can be translated as necessary by using the “policies in different format” form available on the intranet |
| Disability (Mental and Physical) | | | ✓ | Potential Visual Impairment barrier. Policy and forms can be changed into suitable format using “policies in different format” form available on the intranet. |
| Religion or Belief | ✓ | | | This has been considered and has a neutral impact. The policy applies equally to all staff regardless of religion or belief. |
| Sexual Orientation (Heterosexual, Homosexual and Bisexual) | ✓ | | | This has been considered and has a neutral impact. The policy applies equally to all staff regardless of sexual orientation. |
| Pregnancy and Maternity | ✓ | | | This has been considered and has a neutral impact. The policy applies equally to all staff |
| Transgender | ✓ | | | This has been considered and has a neutral impact. The policy applies equally to all staff |
| Marital Status | ✓ | | | This has been considered and has a neutral impact. The policy applies equally to all staff regardless of marital status. |
| Age | ✓ | | | . This has been considered and has a neutral impact. The policy applies equally to all staff |


Action Planning:

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

| Identified Risk: | Recommended Actions: | Responsible Lead: | Completion Date: | Review Date: |
|---|--|--------------------------|-------------------------|---------------------|
| Potential language barrier where employees first language is not English. | The CCG's Communication Team has developed the 'portal' to signpost individuals to alternative formats | CCG Communication s Team | End 2014 | End 2016 |
| Potential disability barrier where employee has visual impairment | The CCG's Communication Team has developed the 'portal' to signpost individuals to alternative formats | CCG Communication s Team | End 2014 | End 2016 |
| | | | | |



| Equality Impact Findings: | |
|---|---|
| Analysis Rating: | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Red Red Amber Green Amber |
| Red – Stop and remove the policy | Red: As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . It is recommended that the use of the policy be suspended until further work or analysis is performed. |
| Red Amber – Continue the policy | Red Amber: As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . However, a genuine determining reason may exist that could legitimise or justify the use of this policy and further professional advice should be taken. |
| Amber – Adjust the Policy | Amber: As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document. |
| Green – No major change | Green: As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage. |

| | |
|--|--|
| Other Comments: | |
| Confirmed by (Manager): (Name and Title) |  |
| Date: | 03.11.16 |