



## **Agenda Item 10**

### **CENTRAL SCOTLAND VALUATION JOINT BOARD**

**Subject: Salary Over and Under Payment Policy Report**  
**Meeting: Central Scotland Valuation Joint Board**  
**Date: 27<sup>th</sup> September, 2019**  
**Author: Jane Wandless, Assistant Assessor**

#### **1.0 INTRODUCTION**

Central Scotland Valuation Joint Board (CSVJB) has a duty to take reasonable care to ensure that staff receive the appropriate rates of pay, allowances and benefits in accordance with the terms of their contracts of employment.

The aim of this Policy is to ensure, in the event that an overpayment or underpayment occurs, that CSVJB remedies the matter in a manner that is reasonable and fair to the member of staff affected whilst at the same time, fulfilling CSVJB's duty to exercise care in administering public funds.

#### **2.0 BACKGROUND**

This Policy was considered by the Staff Consultation Forum on the 11<sup>th</sup> September 2019 and is a new Policy to CSVJB

#### **3.0 SALARY OVER & UNDER PAYMENT POLICY DOCUMENTS**

A copy of the Salary Over and Under Payment Policy is attached as Appendix 1 of this report.

#### **4.0 RECOMMENDATION**

I ask that the Board approves the new Salary Over and Under Payment Policy.

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**Jane Wandless**  
**Assistant Assessor**  
**Date: 11<sup>th</sup> September 2019**

**Appendix 1 – Salary Over and Under Payment Policy**

# SALARY OVER AND UNDER PAYMENTS POLICY

Date: August 2019

Version: Draft 1.1

## Key Information:

<b>Title:</b>	Salary Over and Under Payments
<b>Date Issued:</b>	
<b>Version Number:</b>	1.1
<b>Document Type:</b>	Policy
<b>Document Status:</b>	Draft
<b>Author:</b>	Jane Wandless
<b>Approved by:</b>	Management Team
<b>Approved by and Date:</b>	22/08/2019

## Revision History:

Version:	Date:	Author:	Changes:
1.0	July 2019	JW	Minor MT changes
1.1	August 2019	JW	Minor MT changes
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## **SALARY OVER AND UNDER PAYMENTS**

### **1.0 Introduction**

- 1.1 Central Scotland Valuation Joint Board (CSVJB) has a duty to take reasonable care to ensure that staff receive the appropriate rates of pay, allowances and benefits in accordance with the terms of their contracts of employment.
- 1.2 To assist CSVJB in complying with this duty staff should regularly check that they are receiving their correct contractual entitlements and report any unusual or unexpected variances to the Executive Assistant who will in turn notify Payroll within the pay processing deadlines, any changes to the terms and conditions or working arrangements of employees that are likely to affect their rates of pay.
- 1.3 In the event that an overpayment or underpayment occurs, CSVJB aims to remedy the matter in a manner that is reasonable and fair to the member of staff affected whilst at the same time, fulfilling CSVJB's duty to exercise care in administering public funds.
- 1.4 Under the terms of this policy, CSVJB undertakes to remedy any underpayment at the earliest opportunity, normally the next available pay run.
- 1.5 Equally CSVJB will timeously and effectively recover in full, all overpayments made in error or as a consequence of fraudulent actions. Recovery will be affected either by deduction from salary or by other appropriate measures arranged through Clackmannanshire Council's revenues Sundry debtors department.

- 1.6 Under the Employment Right Act 1996 CSVJB is entitled to recover, without agreement, an overpayment of salary or an overpayment in respect of expenses incurred by the member of staff carrying out their employment. CSVJB will, wherever possible, agree a reasonable period of recovery and by default recover over the same period any overpayment was received. In exceptional circumstances recovery periods may be extended.
- 1.7 Whilst the primary aim of this policy is to deal with salary underpayments and overpayments, CSVJB acknowledges the importance of having robust human resources and payment systems and procedures in place to prevent or minimise the likelihood of those errors occurring.

## **2.0 Scope**

- 2.1 The policy covers current and former employees.

## **3.0 Key Principles**

- 3.1 All incidences of salary underpayment or overpayment will be dealt with according to the merits of each individual case.
- 3.2 Incidents of underpayments will be addressed quickly and repayment of outstanding monies normally made in the next available pay run.
- 3.3 Where incidences of overpayment are identified, the employee affected and other relevant parties will be notified as soon as possible and arrangements will be made to timeously recover any monies owed to CSVJB.
- 3.4 An employee who knowingly fails to notify of an overpayment situation in accordance with the terms of this policy and in circumstances where it is reasonable to conclude that they would have been aware of the overpayment, may be subject to CSVJB's disciplinary procedures.

## 4.0 Processing of Personal Data

- 4.1 CSVJB and Clackmannanshire Council Payroll process the Board's personal data in accordance with CSVJB's data protection policies. In particular, data collected as part of payroll processing is held securely and accessed by, and disclosed to, individuals only for the purposes of processing over/under payments in line with the agreed policy outlined above.

## 5.0 Monitoring and Review

- 5.1 CSVJB and Staff Consultation Forum shall monitor the effectiveness of the policy on an ongoing basis. Changes may result from employee, management and Staff Consultation Forum feedback and/or from changes in employment legislation. Revisions and updates will be implemented by CSVJB following consultation with Staff Consultation Forum.

Policy Name	Over and Under Salary Payments
Policy Lead	Assistant Assessor
Equality Impact Assessment	
Full EQIA required	Yes <input type="checkbox"/> No* <input checked="" type="checkbox"/>
* In no please provide rationale Policy applies equally to all CSVJB employees and does not negatively impact on any group which falls within any of the 9 protected characteristics	
Date Full EQIA complete	N/A
Date Approved	
Review Date	