

OFFICER DELEGATION SCHEME RECORD OF DECISION

Date:	31 st March 2021	Ref No:	LR086
Responsible Officer: Simon Bagley, Head of Human Resources			
Title/Subject matter: Salary Payments: Annual Increments			
Budget/Strategy/Policy/Compliance:			
(i) Is the decision within an Approved Budget?	Yes		
(ii) Is the decision in conflict with the council's policies, strategies or relevant service plans?	No		
(iii) Does the decision amend existing or raise new policy issues?	No		
(iv) Is the decision a non-key decision (below £100,000, outside the MO definitions)	Yes		
Is publication still required? (see guidance)	No		
Summary: Identify and correct errors and under payments of salary to staff. Ensure incremental progression within grading structure is set up appropriately, in accordance with agreed terms and conditions of service and contract of employment.			
Options considered:			

Decision: [with reasons]

It has been identified through a data cleanse exercise that during the last financial year a number of staff have not benefited from incremental progression where appropriate, leading to underpayment.

Reason	Gross Back Pay	Additional Costs e.g. Holiday Pay/Pension	Total Cost
Increments not processed as per contractual arrangements	34573.80	6787.40	41361.20
Casual Employed on Old Payment Table	372.64	45.18	417.82
Contracted Staff on Old Payment Table	2682.58	451.43	3134.01
Total			44913.03

It is not possible to explain the exact reason for every error, but the following were contributory factors on a review of the pay scale form and audit:

- There were missing increment dates in iTrent for new starters and dates were also omitted for changes, dates deleted and dates not cleansed when staff increments were manually uplifted.
- When the automated process for uplift was applied by payroll it does not uplift if the date is in the past or the next increment date field is blank.

There are a total of 67 employees who have missed next increments.

It is proposed to rectify these errors as follows:


April 2021: that all those affected are placed on their correct point in April effective from 01/04/2021 and that any basic pay associated payments and deductions such as 3 days unpaid leave, purchase of annual leave and honorariums that apply to this cohort, are also corrected for April effective 01/04/2021.

Post April: That backpay is then calculated on a case-by-case basis for subsequent payment post April 2021 and that in undertaking this, consideration be given to either making payment of arrears as a one-off payment (ie in May's salary) or spreading the arrears over a period to be determined to perhaps mitigate the effect on National Insurance / student loan deductions.

Payments will be funded from within existing salary budgets.

Additionally:

- There have been 5 employees who were overpaid due to incorrect working weeks held in iTrent. Arrangements are being made to contact the employees regarding the overpayments and to set up repayment

Decision made by:	Signature:	Date:
Deputy Chief Executive – Lynne Ridsdale		19.04.21
S151 Officer – Lisa Kitto		
Monitoring Officer – Janet Witkowski		
Members Consulted (if applicable) [see note 1 below]		
Cabinet Member – Councillor Rafiq		
Lead Member		
Opposition Spokesperson		

Notes

1. Where, in accordance with the requirements of the Officer Delegation Scheme, a Chief Officer consults with the appropriate Cabinet Member they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained if required, to confirm that he/she has been consulted. Please refer to the MO Guidance.
2. **This form must not be used for urgent decisions.**
3. Where there is any doubt, Corporate Directors should err on the side of caution and seek advice from the Council's Monitoring Officer.