

# PAY ADVANCES

## NOVEMBER / 2019

**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.

**If you need this document in a different format or language (e.g. large print, Braille, audio or easy read), please contact us on 01482 344700, or email [HULLCCG.contactus@nhs.net](mailto:HULLCCG.contactus@nhs.net), or write to: NHS Hull Clinical Commissioning Group, 2nd Floor, Wilberforce Court, Alfred Gelder Street, Hull HU1 1UY.**

Name of Policy:	Pay Advances
Date Issued:	December 2019
Date to be reviewed:	12 <sup>th</sup> November 2021

<b>Policy Title:</b>	<b>Pay Advances</b>	
<b>Supersedes: (Please List)</b>	All previous versions of pay advance procedure	
<b>Description of Amendment(s):</b>	Reformatting to new policy template/ rewording as necessary / review of impact analysis	
<b>This policy will impact on:</b>	All employees	
<b>Policy Area:</b>	Finance	
<b>Version No:</b>	4.0	
<b>Author:</b>	Victoria Rimmington	
<b>Effective Date:</b>	December 2019	
<b>Review Date:</b>	12 <sup>th</sup> November 2021	
<b>Equality Impact Assessment Date:</b>	2 <sup>nd</sup> October 2019	
<b>APPROVAL RECORD</b>		<b>Date:</b>
	Integrated Audit and Governance Committee	12 <sup>th</sup> November 2019
	Integrated Audit and Governance Committee	14 <sup>th</sup> November 2017
	Integrated Audit and Governance Committee	15 <sup>th</sup> November 2016
<b>Consultation:</b>		
	Integrated Audit and Governance Committee	14 <sup>th</sup> November 2017
	Integrated Audit and Governance Committee	15 <sup>th</sup> November 2016



## CONTENTS

		Page
<b>1.</b>	<b>INTRODUCTION</b>	4
<b>2.</b>	<b>SCOPE</b>	4
<b>3.</b>	<b>POLICY PURPOSE AND AIMS</b>	4
<b>4.</b>	<b>IMPACT ANALYSIS</b>	4
4.1	Equality	4
4.2	Bribery Act 2010	4
<b>5.</b>	<b>NHS CONSTITUTION</b>	5
5.1	The CCG is committed to:	5
5.2	This Policy supports the NHS Constitution and	5
<b>6</b>	<b>ROLES / RESPONSIBILITIES / DUTIES</b>	5
<b>7.</b>	<b>PROCEDURE</b>	6
<b>8.</b>	<b>MONITORING AND REVIEW</b>	6
<b>APPENDICES</b>		
Appendix 1	EQUALITY IMPACT ANALYSIS	7

## **1. INTRODUCTION**

There are some rare occasions where a pay advance may be required; this policy provides guidance on these occasions and procedure to make salary advance payments

## **2. SCOPE**

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

This policy is available on the CCG website.

## **3. POLICY PURPOSE AND AIMS**

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

## **4. IMPACT ANALYSIS**

### **4.1 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 1)

### **4.2 Bribery Act 2010**

NHS Hull Clinical Commissioning Group has a responsibility to ensure that all staff are made aware of their duties and responsibilities arising from The Bribery Act 2010.

The Bribery Act 2010 makes it a criminal offence to bribe or be bribed by another person by offering or requesting a financial or other advantage as a reward or incentive to perform a relevant function or activity improperly performed. The penalties for any breaches of the Act are potentially severe. There is no upper limit on the level of fines that can be imposed and an individual convicted of an offence can face a prison sentence of up to 10 years.

For further information see <http://www.justice.gov.uk/guidance/docs/bribery-act-2010-quick-start-guide.pdf>.

If you require assistance in determining the implications of the Bribery Act please contact the Local Counter Fraud Specialist on telephone number 01482 866800 or email at [nikki.cooper1@nhs.net](mailto:nikki.cooper1@nhs.net).

Due consideration has been given to the Bribery Act 2010 in the review of this policy document and no specific risks were identified.

## **5. NHS CONSTITUTION**

5.1 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.

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

## **6. ROLES / RESPONSIBILITIES / DUTIES**

### **6.1 CCG/Financial Services Team**

The CCG/Financial Services (currently hosted by NHS East Riding CCG) team are responsible for ensuring payments are made and recovered as soon as possible with financial controls and checks in place.

### **6.2 Line Manager**

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.

### **6.3 HR/ Payroll**

HR should provide assistance to finance, line managers and employees when necessary, and liaise between them and payroll to generate payment.

Payroll should calculate pay advances and liaise with HR as appropriate

## **7. IMPLEMENTATION**

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 6th 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 Financial Service's/HR 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 payroll provider to make an estimated payment to the employee via a payment request to Financial Services, who will input onto CCG ledger and send to finance team (usually 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 Financial Services uploads the payroll file, checks will be carried out to ensure that the previous month's salary advances have all been deducted.

## **8. MONITORING AND REVIEW**

This policy will be monitored by the volume of pay advances made, and identify any problems, solutions if necessary.

This policy will be reviewed every two years, more frequently if required

APPENDIX 1

Please refer to the EIA Overview & Navigation Guidelines located in Y:\HULLCCG\Corporate Templates and Forms\Equality and Diversity Information before completing your EIA)

HR / Corporate Policy Equality Impact Analysis:	
<b>Policy / Project / Function:</b>	Pay Advances
<b>Date of Analysis:</b>	02 <sup>nd</sup> October 2019
<b>Completed by: (Name and Department)</b>	Victoria Rimmington, Finance Manager
<b>What are the aims and intended effects of this policy, project or function?</b>	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
<b>Are there any significant changes to previous policy likely to have an impact on staff / other stakeholder groups?</b>	No significant changes
<b>Please list any other policies that are related to or referred to as part of this analysis</b>	None
<b>Who will the policy, project or function affect?</b>	All persons paid through Hull CCG payroll.
<b>What engagement / consultation has been done, or is planned for this policy and the equality impact assessment?</b>	IAGC
<b>Promoting Inclusivity and Hull CCG's Equality Objectives.</b>  How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation?  How does the policy promote our equality	This policy applies to all regardless of any protected characteristic.  This policy is available on the internet and is available in different formats and languages if necessary.

<p>objectives:</p> <ol style="list-style-type: none"> <li>1. Ensure patients and public have improved access to information and minimise communications barriers</li> <li>2. To ensure and provide evidence that equality is consciously considered in all commissioning activities and ownership of this is part of everyone's day-to-day job</li> <li>3. Recruit and maintain a well-supported, skilled workforce, which is representative of the population we serve</li> <li>4. Ensure the that NHS Hull Clinical Commissioning Group is welcoming and inclusive to people from all backgrounds and with a range of access needs</li> </ol>	
---	--

Equality Data	
<p><b>Is any Equality Data available relating to the use or implementation of this policy, project or function?</b></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> <ol style="list-style-type: none"> <li>1: Recruitment data, e.g. applications compared to the population profile, application success rates</li> <li>2: Complaints by groups who share / represent protected characteristics</li> <li>4: Grievances or decisions upheld and dismissed by protected characteristic group</li> <li>5: Insight gained through engagement</li> </ol>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input 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). If you answered No, what information will you use to assess impact?</p> <p><b>Please note that due to the small number of staff employed by the CCG, data with returns small enough to identify individuals cannot be published. However, the data should still be analysed as part of the EIA process, and where it is possible to identify trends or issues, these should be recorded in the EIA.</b></p>

## Assessing Impact

Is this policy (or the implementation of this policy) likely to have a particular impact on any of the protected characteristic groups?

(Based on analysis of the data / insights gathered through engagement, or your knowledge of the substance of this policy)

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and, if applicable, justification where a <i>Genuine Determining Reason</i> <sup>1</sup> exists (see footnote below – seek further advice in this case)
<p>It is anticipated that these guidelines will have a positive impact as they support policy writers to complete meaningful EIAs, by providing this template and a range of potential issues to consider across the protected characteristics below. There may of course be other issues relevant to your policy, not listed below, and some of the issues listed below may not be relevant to your policy.</p>				
Gender	✓			This has been considered and has no impact. This policy applies to all regardless of gender.
Age	✓			This has been considered and has no impact. This policy applies to all regardless of age.
Race / ethnicity / nationality	✓			This has been considered and has no impact. This policy applies to all regardless of race, ethnicity or nationality
Disability	✓			This has been considered and has no impact. This policy applies to all regardless of disability.
Religion or Belief	✓			This has been considered and has no impact. This policy applies to all regardless of religion or belief
Sexual Orientation	✓			This has been considered and has no impact. This policy applies to all

1. <sup>1</sup> The action is proportionate to the legitimate aims of the organisation (please seek further advice)

				regardless of sexual orientation
<b>Pregnancy and Maternity</b>	✓			This has been considered and has no impact. This policy applies to all regardless of pregnancy or maternity
<b>Transgender / Gender reassignment</b>	✓			This has been considered and has no impact. This policy applies to all regardless of transgender or gender reassignment
<b>Marriage or civil partnership</b>	✓			This has been considered and has no impact. This policy applies to all regardless of marriage or civil partnership.

**Action Planning:**

**As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse impact or strengthen the promotion of equality?**

<b>Identified Risk:</b>	<b>Recommended Actions:</b>	<b>Responsible Lead:</b>	<b>Completion Date:</b>	<b>Review Date:</b>

**Sign-off**

**All policy EIAs must be signed off by Mike Napier, Associate Director of Corporate Affairs**

**I agree with this assessment / action plan**

**If disagree, state action/s required, reasons and details of who is to carry them out with timescales:**



**Signed:**

**Date: 09.10.19**