Within 2 days of the nominations process closing, Constitutional Services to inform Payroll of Councillors retiring at the election i.e. they are not standing for reelection. Checked by two officers in the team.

Notification saved in shared folder

Elections team provide list to Constitutional Services of all newly elected councillors and those Councillors that were not returned

Constitutional
Services notify
Payroll of new
Councillors within
one day of the
election. Checked
by two officers in
the team.

Notification saved in shared folder Constitutional
Services notify
Payroll of
Councillors not
returned i.e.
existing
Councillors that
stood for reelection but were
not re-elected.
Checked by two
officers in the
team.

Notification saved in shared folder

Basic Allowance Starts / Stops on the fourth day after the election (note this is the official date when a newly elected Councillor takes office).

Any SRA stops on fourth day after election for retiring/not returned Councillors Payroll provide list to Constitutional Services of Councillors added/removed to Payroll and amounts to be paid for checking -

periodic QA

New Councillor receives letter from Payroll advising of Basic Allowance. Letter will include what to do if this information isn't correct or if Members have a query.

Letter saved on Payroll system Part of induction – show Councillors how to access their payslips.

Special Responsibility
Allowance (SAR) for
current members stays in
place until the day before
the Annual Council
meeting



Councillors appointed to roles at Annual Council which have a SRA



Constitutional Services notify Payroll of SRAs within one day of Annual Council. Checked by two officers in the team.

Notification saved in shared folder



Payroll provide list to
Constitutional Services of
Councillors
added/removed who
receive/no longer receive
SRA and amounts for
checking



Payroll write to Councillors with SRAs to advise of amount they will receive.

Letter will include what to do if this information isn't correct or if Members have a query.



SRAs start on the day appointed by Annual Council

Once national pay award announced Constitutional Services recalculate Basic Alowance and Special Responsibility Allowance



Amounts are checked by Finance and confirmed to Constitutional Services



Constitutional Services notify Payroll of the pay award and new amounts to be paid Notification saved in shared folder



Payroll add to system and provide to Constitutional Services a list for checking



Payroll write to Councillors to let them know how much the Basic Allowance and SRA will be, to include details on how to forgo allowance

Letter will include what to do if this information isn't correct or if Members have a query.

Letter saved on Payroll system