

**Liskeard Town Council**

**Internal Controls – Councillor Quarterly Checks**

Name of Councillor	Simon Cassidy
Date of Visit	Monday 9 November at 10am

**Staff Contracts**

Sample three staff contracts – check each is valid (signed and dated by both parties) it is for the current job role and hours worked, as confirmed by Council at the last annual review 24 November 2020 (deferred from 27 October 2020 as meeting became inquorate) <i>NB – this may include a letter of variation amending the terms of the original contract</i>		
1.	Contract sampled – initials	EB.
	Date of contract	25/3/19.
	Is the job title current?	<input checked="" type="radio"/> YES / NO
	Are the hours worked correct?	<input checked="" type="radio"/> YES / NO
2.	Contract sampled – initials	TC.
	Date of contract	22/09/18.
	Is the job title current?	<input checked="" type="radio"/> YES / NO
	Are the hours worked correct?	<input checked="" type="radio"/> YES / NO
3.	Contract sampled – initials	YM.
	Date of contract	25/3/19.
	Is the job title current?	<input checked="" type="radio"/> YES / NO
	Are the hours worked correct?	<input checked="" type="radio"/> YES / NO

Staff Salaries

Sample three salary payments in the current financial year to ensure staff member paid in accordance with rates and hours approved by Council at the last annual review 24 November 2020 (deferred from 27 October 2020 as meeting became inquorate), and deductions made for PAYE, NI and pension contributions where appropriate.  
*NB – staff earning less than the relevant threshold may not be eligible for PAYE and NI deductions. Staff may choose to opt out of joining the pension scheme.*

1.	Salary sampled – initials	S U .
	Date of payment	MAY 2020
	Has the correct rate of pay been used?	<input checked="" type="radio"/> YES / NO
	Have the correct number of hours been paid?	<input checked="" type="radio"/> YES / NO
	Are there deductions for PAYE, NI and pension where appropriate?	<input checked="" type="radio"/> YES / NO
2.	Salary sampled – initials	L L .
	Date of payment	MAY 2020
	Has the correct rate of pay been used?	<input checked="" type="radio"/> YES / NO
	Have the correct number of hours been paid?	<input checked="" type="radio"/> YES / NO
	Are there deductions for PAYE, NI and pension where appropriate?	<input checked="" type="radio"/> YES / NO
3.	Salary sampled – initials	T M .
	Date of payment	MAY 2020
	Has the correct rate of pay been used?	<input checked="" type="radio"/> YES / NO
	Have the correct number of hours been paid?	<input checked="" type="radio"/> YES / NO
	Are there deductions for PAYE, NI and pension where appropriate?	<input checked="" type="radio"/> YES / NO

**All checks completed satisfactorily**