

PERTH & KINROSS COUNCIL

GUIDANCE NOTE ON EARNINGS ARRESTMENTS SERVED ON EMPLOYEES OF PERTH & KINROSS COUNCIL

These guidelines apply to all employees of the Council including Teachers, Craft Workers, Chief Officials and Single Status employees.

Arrestment Orders received by Perth & Kinross Council

Perth & Kinross Council regularly receives court orders, known as arrestments or attachments of earnings, instructing the deduction of monies from pay. The value of those deductions is calculated by reference to legislation and their application is mandatory. The name of the creditor (the person or organisation seeking payment) is always supplied, but the reason for the debt is not always provided on the arrestment order.

If an order is served upon the Council in respect of your earnings, the following procedure will take place:

- The Payroll & Reward Team will verify that you are a current employee by reference to the payroll system and create an electronic record of the arrestment which details the outstanding debt, your Service, job title and the geographical location of your workplace.
- This record, along with the original arrestment order, is brought to the attention of the HR Team Leader for the Payroll & Reward Team who will contact the Financial Controller for your Service.
- A discussion will take place between the above officers, or their nominated representatives, concerning the information provided by the arrestment to assess the potential impact that the arrestment order may have on your welfare.
- Your Head of Service, Executive Director or a nominated officer will determine what, if any, assistance may be offered, including personal or debt counselling or other appropriate assistance.
- A summary assessment will then be carried out by the Head of Service or nominated officer, in consultation with the Financial Controller and the HR Team Leader, in order to identify any risk that the Council may be subject to as a result of the arrestment order being served. This assessment will be based on your duties and responsibilities and will focus on existing levels of internal control.

All documentation pertaining to this process will be kept to a minimum and access to that documentation will be strictly limited. All information relating to the above will be dealt with in strict confidence.