

**Payroll Mandate – PVG Scheme Update Check (£18)****1. Employee Details**

Employee Name:	
Service:	
Post Title:	
Employee Number:	
National Insurance Number:	

2. Declaration

I _____ hereby authorise North Ayrshire Council to recover the cost of conducting my PVG Scheme Update from my wages, in the following manner;

Amount	Frequency (please tick ✓)	Effective Date
£18 – PVG Scheme Update Check	One off payment of £18 <input type="checkbox"/>	From first pay*
	Monthly Deductions from wages: 3 instalments of £6 <input type="checkbox"/>	From first pay*
	Fortnightly Deductions from wages: 6 instalments of £3 <input type="checkbox"/>	From first pay*
	Weekly Deductions from wages: 12 instalments of £1.50 <input type="checkbox"/>	From first pay*

N.B Where an employee is commencing in a bank/supply/casual post the deduction will only be deducted where Council earnings are higher than £5 net per week/£10 net per fortnight/£20 net per month. **Deductions will be made until the amount has been paid back in full.*

If your employment terminates prior to the amount above being recovered, the amount outstanding will be taken from your final salary.

Signed _____ Date: _____

Payroll Use Only

Entered By _____

Payroll Code 9106: _____

Checked By _____

