

## **FOI085 Response**

### **Request**

Hello Team,

Thank you for the acknowledgment.

I would like to make a change to the last question of the request. Sorry for the inconvenience caused.

The last question is as below and the rest stays the same, I have attached the revised:

This request is for the following information based on the financial years 2017-2018, 2018-2019, 2019-2020.

1. For each year, how many staff employed by your trust were overpaid in error?
2. For each year, how much in total were staff overpaid?
3. For each year, how much has been recouped? How much has been written off?
4. How much was the largest overpayment for each year and what was it for?

## Response

Please see the tables below and note the following,

- The Trust is unable to provide the data in the attached template spreadsheet, as provided in the initial request. This is because the Trust's system does not capture the requested information in line with the template spreadsheet.
- The data provided is in relation to salary overpayments.
- When an overpayment arises, it does not explicitly relate to the period it was identified within. For example, an overpayment may be identified in March 2020, however the overpayment is in relation to the period of 2015-2018.
- Gross overpayments are managed by the Trust's Payroll provider and the data is not recorded as a year by year figure, rather as a rolling value.
- The data provided for gross overpayments represents the period from 06/03/2019 to 05/04/2020.

Please also note that in line In with the Trust's internal procedures/control for debt write offs the following,

- Debts will only be written off where the debt collection procedure has run its course and in the opinion of the Chief Credit Controller the debt is unlikely to be paid.
- Debts of up to £50 which have exhausted credit control will not attract any further chasing and will authorised to be written off by the Head of Financial Services.
- Debts over £50 and up to the lower limit of the small claims court for which no response has been received following the Final Reminder, a file will be created and escalated to the Legal department for exploring alternative routes to recover the debt. If all of the above has been exhausted, then the debt will be considered for write-off by the Head of Financial Services who will review each case on its merits. These will then be approved by the Deputy Director of Finance.
- Other debts up to £5,000 which have exhausted both credit control and the legal route will be considered for automatic write-off by the Head of Financial Services, reviewing each case on its merits. These will then be approved by the Deputy Director of Finance.
- Any debts for £25,000 or above will need to be approved by the Executive Director of Finance.

<b>Net Overpayments</b>			
<b>Narrative</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
How many over paid (in that period (not necessarily relating to this period)	100	105	75
How Much £	144,100.43	120,588.49	113,839.34
How much repaid £	123,980.66	77,002.33	79,994.50
How much written off in year relating to o/s overpayments in that period(not necessarily relating to that period)	1,964.38	120,954.19	969.03
Largest overpaid	42,406.02	20,801.48	5,397.53

<b>Gross overpayments 06/03/2019 to 05/04/2020.</b>		
	<b>Cases</b>	<b>Total Gross</b>
<b>Overpayment</b>	73	176,759.79
<b>Repayment Plan</b>	8	16,740.33
<b>Repayment</b>	61	151,419.63
<b>Payroll query</b>	4	8,599.83