

Requested Information**FOI Request:**

Format to be sent back: Please respond with electronic copies/email

Summary: We are interested in the systems you have in place to control and process employee spend.

Questions:

1. What finance system do you currently have in place?
2. What HR system do you use
3. How many employees (full and part time) do you have?
4. What processes or solutions do you have in place for employees to submit and reclaim expenses?
5. What improvements (if any) are planned for this process in the next 24 months
6. How many expense claims are submitted on average per year
7. Are employees able to compile, submit and approve expenses remotely?
8. Have there been investigations relating to expense compliance in your organisation in the last 24 months? If so, how many?
9. What is your current Approval Process for Expenses
10. How many miles are travelled monthly
11. Do you have an expense policy in place
12. What percentage of expenses are checked
13. How do staff book travel
14. Do you use a Travel Management Company to book travel
15. What was your annual spend on Expense and Travel for the fiscal year 2019/2020 or an equivalent annual period excluding 2020.

Response

Thank you for your Freedom of Information request received on 23 December 2020. The relevant department has provided me with the response below:

1. What finance system do you currently have in place? - **Unit 4**
2. What HR system do you use – **ESR (Electronic Staff Record) and Allocate Health Roster (Rostering System)**
3. How many employees (full and part time) do you have? **Total staff 1246, of which 540 are full time and 706 are part time**
4. What processes or solutions do you have in place for employees to submit and reclaim expenses? - **Easy Expense**
5. What improvements (if any) are planned for this process in the next 24 months – **None Known**
6. How many expense claims are submitted on average per year – **Average 441,675 Claims per year. This information has been compiled using data which has been**

extracted from EASY Expense for 18/19 and 19/20 and is based on individual claim lines per person.

7. Are employees able to compile, submit and approve expenses remotely? - **Yes**
8. Have there been investigations relating to expense compliance in your organisation in the last 24 months? If so, how many? – **Yes there are yearly audits (by external & internal auditors) to ensure that claims are not fraudulent and policies are being adhered to**
9. What is your current Approval Process for Expenses – **line manager approves expense claim (in line with WHC scheme of delegation)**
10. How many miles are travelled monthly – **Average 185,745 Miles monthly. This information has been compiled using data which has been extracted from EASY Expense for 18/19 and 19/20**
11. Do you have an expense policy in place - **Yes**
12. What percentage of expenses are checked – **100% All claims are checked by the Approver. Plus additional high level checks on 25% of expense claims other than mileage. There are also system parameters in place on EASY, which adhere to policy and procedures.**
13. How do staff book travel – **directly, then use processes in place for payment such as payment via corporate card**
14. Do you use a Travel Management Company to book travel - **No**
15. What was your annual spend on Expense and Travel for the fiscal year 2019/2020 or an equivalent annual period excluding 2020. – **2019/20 £795k**

Exemption(s)

Nil

Attachment(s)

Nil

Date Response Sent: 18/01/2021