

Governance Committee – 21 September 2016

Overtime claims over the last 12 months be reviewed by HR

Jan 2016 monthly checks and recorded any actions taken, e.g. correcting any errors or advising managers/officer of incorrect claims.

May 2015 to Dec 2015 detailed checks conducted. – Some issues of insufficient details in reason for work column, but hours match up to flexi. Unable to verify some is working from home or not clocked in etc.

Cross check against flexi - done each month from Jan 2016 and done for claims May 2015 to Dec 2015. Issues raised where not all officers are able to clock in when doing extra hours [ie working off-site or at home] and therefore are unable to verify the claims.

Under/overpayments identified from April 15 and June 15 sample

April 2015

7/9 cases cannot be verified – insufficient information available, eg worked off-site/at home

1/9 is correct (Caretaker claiming opening up fee)

1/9 requires further investigation – see below

Employee A - 21 April 2015

- Clocked 7.50mins on flexi, target time is 4 hours. OT claim (plain time) 3.5hrs
- No adjustment to flexi made

Issue has been resolved flexi - readjusted

June 2015

7/14 cannot be verified, insufficient information available, eg worked off-site/at home

4/14 correct as it is a Caretaker claiming opening up fee - 2 hour rule,

3/14 to be investigated further – see below

Employee B - 14 June 2015

- 4.24mins clocked on flexi but 5.25 claimed and paid in July.

Employee C – 14 June 2015

- 4.09 mins clocked on flexi but 6.50 hours claimed and paid in July.

Employee D – 12 June 2016

- 6.42 mins clocked on flexi, target time is 4 hours. 4 hours have been claimed at plain time.

No disciplinary action has been taken against managers in relation to self-serve claims as it was a new system of work and training was necessary and then allowing a period of settling in.

Claiming overtime/additional is infrequent for many departments and therefore after the initial training some officers and managers didn't submit a claim for some months after. Therefore if anything incorrect was identified, those involved were advised of the correct procedure.

For any errors that have occurred it is our belief that they were a mistake rather than any deliberate attempt to obtain extra money or time. Most of the errors related to not completing sufficient information of the detail of the claim, choosing the incorrect element to be paid on, not having the correct approval for officer on or over scp 28 and not using flexi system to record hours of work. In some cases claims were underpaid, i.e. a casual failing to claim for holiday pay.

With further familiarisation, and checking by HR, it is anticipated that issues identified in the Audit will no longer occur.