

Reference: FOI 37623 GLO 11M

Subject: Employee Expenses

I can confirm that the CCG does hold the information requested; please see responses below:

QUESTION	RESPONSE
We are interested in the systems you have in place to control and process employee spend	
1. What finance system do you currently have in place?	Oracle E-Business Suite
2. What HR system do you use	ESR - The Electronic Staff Record is part of the Workforce Services Directorate within the NHS Business Services Authority. ESR is led by the NHS ESR Central Team which works in partnership with IBM to oversee the operational delivery of the ESR solution
3. How many employees (full and part time) do you have?	As at the 4 January 2021: (Headcount) Full time 207 Part time 160
4. What processes or solutions do you have in place for employees to submit and reclaim expenses?	An on-line e-expences system. Expenses is a national system, provided by 'Selenity' - an organisation specialising in HR management software.
5. What improvements (if any) are planned for this process in the next 24 months	None
6. How many expense claims are submitted on average per year	For the period Jan- Dec 2020 - 579 claims
7. Are employees able to compile, submit and approve expenses remotely?	Yes, through the on-line expenses system.
8. Have there been investigations relating to expense compliance in your organisation in the last 24 months? If so, how many?	None

9. What is your current Approval Process for Expenses	On-line expenses system requires an Authorising Manager to approve and sign off expenses.												
10. How many miles are travelled monthly	For the period Jan – Dec 2020 330 average miles per month												
11. Do you have an expense policy in place	The CCG has a Travel and Expenses Policy, reviewed and updated in May 2019.												
12. What percentage of expenses are checked	100% as the Line Manager approves and authorises including any receipts												
13. How do staff book travel	Corporate Travel Management (North) Limited												
14. Do you use a Travel Management Company to book travel	Corporate Travel Management (North) Limited												
15. What was your annual spend on Expense and Travel for the fiscal year 2019/2020 or an equivalent annual period excluding 2020.	<table border="1"> <thead> <tr> <th data-bbox="775 1200 1302 1240">Expense Type</th> <th data-bbox="1305 1200 1503 1240">Expense (£)</th> </tr> </thead> <tbody> <tr> <td data-bbox="775 1245 1302 1285">Oth Travel Costs-Car Mileage</td> <td data-bbox="1305 1245 1503 1285">£214,269.90</td> </tr> <tr> <td data-bbox="775 1290 1302 1330">Oth Travel Costs-Training Trav&Subs</td> <td data-bbox="1305 1290 1503 1330">£14,043.38</td> </tr> <tr> <td data-bbox="775 1335 1302 1375">Other Travel Costs - Car Parking</td> <td data-bbox="1305 1335 1503 1375">£10,087.94</td> </tr> <tr> <td data-bbox="775 1379 1302 1420">Rail Travel</td> <td data-bbox="1305 1379 1503 1420">£35,338.20</td> </tr> <tr> <td data-bbox="775 1424 1302 1464">Grand Total</td> <td data-bbox="1305 1424 1503 1464">£273,739.42</td> </tr> </tbody> </table>	Expense Type	Expense (£)	Oth Travel Costs-Car Mileage	£214,269.90	Oth Travel Costs-Training Trav&Subs	£14,043.38	Other Travel Costs - Car Parking	£10,087.94	Rail Travel	£35,338.20	Grand Total	£273,739.42
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The information provided in this response is accurate as of 11 January 2021, and has been authorised for release by Mark Walkingshaw, Deputy Accountable Officer/Director of Commissioning for NHS Gloucestershire CCG.