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Iechyd Cyhoeddus
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Public Health
Wales

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RECOVERY OF SALARY OVERPAYMENTS AND UNDERPAYMENTS POLICY

Policy Statement

Public Health Wales recognises that errors can occasionally occur when payments are made to staff. In line with the requirements of the Trust's Standing Financial Instructions, Public Health Wales will seek to recover all overpayments that have been made to its current or former employees. It will also ensure that underpayments are corrected in a timely and efficient manner. This policy covers all payments made to staff including salary, allowances, overtime and expense claims.

Policy Commitment

Public Health Wales is required to ensure that its financial transactions are carried out in accordance with the law and with Welsh Government policy in order to achieve probity, accuracy, economy, efficiency and effectiveness.

The Trust's Standing Financial Instructions state that overpayments should be detected (or preferably prevented) and recovery initiated. This document sets out the procedures to deal with any recovery and ensures that all staff and managers are aware of the process and their respective responsibilities.

The policy aims to ensure that the Trust deals with any payroll errors in a timely, consistent and reasonable manner and that staff are treated fairly should an error occur.

Supporting Procedures and Written Control Documents

Other related documents are:

- Recovery of Salary Overpayments/Underpayments Procedure
- Public Health Wales Standing Financial Instructions
- Counter Fraud Policy
- Claiming Travel and Subsistence Expenses
- NHS Terms and Conditions of Service Handbook

Scope

The policy applies to all Public Health Wales staff, currently or previously employed, including Medical, Dental and those on Honorary Contracts who have or will receive a payment through the Public Health Wales payroll.

Equality and Health Impact Assessment	An Equality, Welsh Language and Health Impact Assessment has been completed and can be viewed on the policy webpages
Approved by	Audit and Corporate Governance Committee
Approval Date	2 May 2018
Review Date	2 May 2021
Date of Publication:	4 May 2018
Group with authority to approve supporting procedures	N/A
Accountable Executive Director/Director	Huw George, Deputy Chief Executive and Executive Director of Operations & Finance
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Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or [Corporate Governance](#).

Summary of reviews/amendments

Version number	Date of Review	Date of Approval	Date published	Summary of Amendments
2	2.5.21	2.5.18	4.5.18	Changes to policy dated 20/03/2013: <ul style="list-style-type: none"> • Updated references to reflect Public Health Wales structure/NWSSP support; • Clarified individual/departmental responsibility and reporting requirements; • Simplified process of recovery, setting out: <ul style="list-style-type: none"> • General Principles • Repayment Periods • Recovery from current employees • Recovery from former employees • Debt Recovery Procedures • States standard repayment periods and authorisation requirements; • Provides standard letter templates