

WILTSHIRE COUNCIL

STAFFING POLICY COMMITTEE

9 February 2011

Revised recovery of overpayments policy and procedure

Purpose of Report

This report presents the revised recovery of overpayments policy and procedure.

Background

1. This policy was last revised in August 2009.
2. This review has taken place to address issues which have arisen in the practical application of this policy.
3. The policy applies to all Wiltshire Council employees (except for teaching and non-teaching staff employed in locally managed schools) and forms part of their terms and conditions of employment.

Main Considerations for the Council

4. The main changes to the recovery of overpayments policy and procedure are:
 - The policy states more clearly the intention of the council to recover any overpayments made.
 - There is more emphasis on the employee's manager taking responsibility for letting them know that an overpayment has occurred and to expect a letter.
 - Extensions to the repayment period can be agreed by the head of service.
 - The appeal process has been simplified so appeals are heard by the section 151 officer who makes the decision in conjunction with the monitoring officer and the service director of HR and organisational development.
 - There is an overpayment dispute form for the employee to complete rather than having to write a letter.
 - It is more clearly explained what would constitute an "exceptional" circumstance which might lead to a decision not to recover the overpayment.
5. In amending the policy and procedure key stakeholders were consulted including the operational human resources teams, the stakeholder panel and the unions.
6. A toolkit of documents has been created to enable to smooth deployment of the policy in practice.

Environmental Impact of the Proposal

7. None.

Equalities Impact of the Proposal

8. No negative impacts were identified.

Risk Assessment

9. None

Options Considered

10. None.

Recommendation

11. To recommend council approve the revised recovery of overpayments policy and procedure

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The following unpublished documents have been relied on in the preparation of this Report: None