



Date: 20 January 2021
Our reference: N/20/3181

Dear Requestor

RE: Freedom of Information Request

With reference to your request for information I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information that you have requested. A response to each part of your request is below.

Please note, as of 1st April 2020 the following Clinical Commissioning Groups (CCGs), NHS Mansfield & Ashfield CCG, NHS Newark & Sherwood CCG, NHS Nottingham City CCG, NHS Nottingham North & East CCG, NHS Nottingham West CCG and NHS Rushcliffe CCG, merged to become NHS Nottingham and Nottinghamshire CCG. More information around the new NHS Nottingham and Nottinghamshire CCG can be found on our website - <https://nottsccg.nhs.uk/about-us/our-ccg/>

In the request you asked:

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?
- The CCG currently use the Oracle Finance System.
2. What HR system do you use
- ESR and ePay
3. How many employees (full and part time) do you have?
- Approximately 500 employees
4. What processes or solutions do you have in place for employees to submit and reclaim expenses?
- We use ePay, an online platform where we submit evidence of our expenses for approval by our line manager.
5. What improvements (if any) are planned for this process in the next 24 months
- There are no planned improvements for this process in the next 24 months.
6. How many expense claims are submitted on average per year
- 2018/2019, total claims made = 1124
- 2019/2020, total claims made = 515
7. Are employees able to compile, submit and approve expenses remotely?
- As it's an online platform, it can be accessed remotely.
8. Have there been investigations relating to expense compliance in your organisation in the last 24 months? If so, how many?
- No and not applicable.
9. What is your current Approval Process for Expenses
- Please see the policy attached.

10. How many miles are travelled monthly
 - Please see attached report for how many miles travelled per month from April 2018 to March 2020.
11. Do you have an expense policy in place
 - Yes. Please see the policy attached.
12. What percentage of expenses are checked
 - 100% of expenses are checked.
13. How do staff book travel
 - Via the travel company website - <https://www.redfern-travel.com/>
14. Do you use a Travel Management Company to book travel
 - Yes Corporate Travel Management (previously Redfern Travel)
15. What was your annual spend on Expense and Travel for the fiscal year 2019/2020 or an equivalent annual period excluding 2020.
 - The total expense and travel costs for the period 1 January 2019 to 31 December 2019 is £220,327.55.

If you are unhappy with the way in which your request has been handled, NHS Nottingham and Nottinghamshire Clinical Commissioning Group have an internal review procedure through which you can raise any concerns you might have. Further details of this procedure can be obtained by contacting Lucy Branson, Associate Director of Governance via lucy.branson@nhs.net or by writing to NHS Nottingham and Nottinghamshire CCG, 1 Standard Court, Park Row, Nottingham, NG1 6GN.

If you remain dissatisfied with the outcome of the internal review, you can apply to the Information Commissioner's Office, who will consider whether the organisation has complied with its obligations under the Act, and can require the organisation to remedy any problems. Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by NHS Nottingham and Nottinghamshire Clinical Commissioning Group formerly known as NHS Mansfield and Ashfield Clinical Commissioning Group, NHS Newark and Sherwood Clinical Commissioning Group, NHS Rushcliffe Clinical Commissioning Group, NHS Nottingham West Clinical Commissioning Group, NHS Nottingham City Clinical Commissioning Group and Nottingham North and East Clinical Commissioning Group. You can find out more about how to do this, and about the Act in general, on the Information Commissioner's Office website at: <https://ico.org.uk/for-the-public/>

Complaints to the Information Commissioner's Office should be sent to: FOI/EIR Complaints Resolution, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone 0303 123 1113 or report a concern: <https://ico.org.uk/concerns/>

Yours sincerely

Freedom of Information Officer on behalf of *NHS Nottingham and Nottinghamshire Clinical Commissioning Group formerly known as NHS Rushcliffe Clinical Commissioning Group, NHS Nottingham West Clinical Commissioning Group, NHS Nottingham City Clinical Commissioning Group, NHS Nottingham North and East Clinical Commissioning Group, NHS Mansfield and Ashfield Clinical Commissioning Group and NHS Newark and Sherwood Clinical Commissioning Group.*

notts.foi@nhs.net

All information we have provided is subject to the provisions of the Re-use of Public Sector Information Regulations 2015. Accordingly, if the information has been made available for re-use under the [Open Government Licence](#) (OGL) a request to re-use is not required, but the license conditions must be met. You must not re-use any previously unreleased information without having the consent of NHS Nottingham and Nottinghamshire Clinical Commissioning Group. Should you wish to re-use previously unreleased information then you must make your request in writing (email will suffice) to the FOI Lead via notts.foi@nhs.net. All requests for re-use will be responded to within 20 working days of receipt.





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