

South Tees Hospitals

NHS Foundation Trust

Meeting / Committee	Board of Directors	Meeting Date	29 October 2013		
This paper is for	Action/Decision	Assurance	Information X		
Title	Delayed Processing of Trust Payroll 30 August 2013				
Purpose	The purpose of this report is to inform Board members of the action taken following the payroll processing incident.				
Summary	<p>A detailed investigation was undertaken to determine the root causes of the problem and a range of actions have been identified to mitigate future risks.</p> <p>Key lessons following this incident:-</p> <ul style="list-style-type: none"> • Control checks are undertaken to mitigate risk at all stages of the payroll process; • Authorised signatories clearly understand their responsibilities; • Regular monitoring must be undertaken by the payroll manager and best practice reiterated through-out the team; • Contact details for senior members of the management team are readily available at all times; • Any unusual issues or concerns raised by staff must be followed up promptly. <p>Consideration was given to changing current practice regarding pay day. However, after due consideration by senior members of finance and HR and subsequent discussion at the Joint Partnership Committee, it was decided to continue with the current practice.</p> <p>The trust has received 68 claims for reimbursement of bank charges incurred as a direct result of the incident, amounting to £3,029.02.</p>				
Prepared by	Iain Fuller	Presented by	Iain Fuller		
Recommendation	The Board of Directors is asked to note the report.				
Implications	Legal X	Financial X	Safety & Quality	Strategic	Risk & Assurance X