

## Part A

**Report to:** Council Functions Committee  
**Date of meeting:** 09 November 2021  
**Report of:** Executive Head of Human Resources & Organisational Development  
**Title:** Overpayments Policy

### 1.0 SUMMARY

- 1.1 This is a new policy for Functions committee to approve; however the process for reclaiming overpayments is well established and contained within contracts of employment for staff. The requirement for a formal policy follows on from a recent a recent Payroll Audit, where it was recommended that the repayment process currently undertaken, when there has been an overpayment of salary or expenses, should be drawn up into a Policy with clear procedural guidance on how the recovery of overpayments is to be made, so as to formalise in that policy what is written in contracts of employment and what happens in these events. It was further recommended that the Overpayments Policy should be published on the Intranet.
- 1.2 As members receive their remuneration through the same payroll system officers felt that it was appropriate to include in the policy how overpayments of member remuneration and expenses would also be dealt with, which mirrors how staff are dealt with. If approved a copy will be sent to all members and placed on the Member Portal.

### 2.0 RECOMMENDATION

- 2.1 That Council Functions Committee approves the Overpayments Policy.

#### **Contact Officer:**

For further information on this report please contact: Terry Baldwin, Executive Head of Human Resources and Organisational Development on telephone extension: 8133: email: [terry.baldwin@watford.gov.uk](mailto:terry.baldwin@watford.gov.uk)

**Report approved by:** Donna Nolan, Managing Director, Watford Borough Council.

### 3.0 IMPLICATIONS

#### 3.1 Financial

- 3.1.1 The Shared Director of Finance comments that all steps should be undertaken to reclaim legitimate overpayments to staff and/or members.

3.2 **Legal Issues** (Monitoring Officer)

3.2.1 The Group Head of Democracy and Governance comments that it is in accordance with contracts of employment to reclaim overpayments. The council also takes all appropriate steps to reclaim any overpayments of remuneration or expenses from members.

3.3 **Equalities**

3.3.1 There are no known equalities implications.

3.4 **Potential Risks**

Potential Risk	Likelihood	Impact	Overall score
Overpayments are not reclaimed resulting in a loss of finance and reputation for Watford Borough council	1	2	2

3.5 **Staffing**

3.5.1 None

3.6 **Accommodation**

3.6.1 Not applicable

3.7 **Community Safety**

3.7.1 Not applicable

3.8 **Sustainability**

3.8.1 Not applicable

Appendices

Appendix 1: Overpayments Policy

Background Papers

No papers were used in the preparation of this report.

File Reference

None