



Assurance Group
London Borough of Barnet,
2 Bristol Avenue, Colindale,
London NW9 4EW
22 April 2020
Our ref: 6254789

Thank you for your request received on 17 April 2020, for the following information:

Format to be sent back: Please respond with electronic copies/email

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?**
- 2. What processes or solutions do you have in place for employees to submit and reclaim expenses?**
- 3. How many expense claims were submitted by employees in the last fiscal year?**
- 4. Are employees able to compile, submit and approve expenses remotely?**
- 5. Have there been investigations relating to expense compliance in your organisation in the last 24 months? If so, how many?**

We have processed this request under the Freedom of Information Act 2000.

Response

The council holds the information requested and the answers to your questions are below

Regarding Expenses:

1. What finance system do you currently have in place?

Core Personnel Payroll System ("Back-office" system for Payroll Team)

CorePortal (self-service system for employees' and managers' use)

2. What processes or solutions do you have in place for employees to submit and reclaim expenses?

Employees log expenses via CorePortal. Managers use the same system to approve expenses. Barnet Payroll Team run a monthly report for approved expenses and upload same into the CorePersonnel back-office.

For employees who do not have access to the portal their departments supply hard copy claim forms that are signed by managers and emailed/posted to the Barnet Payroll Team. Payroll team keys these expenses to the Payroll system.

3. How many expense claims were submitted by employees in the last fiscal year?

There were 5766 claims submitted in the last fiscal year.

4. Are employees able to compile, submit and approve expenses remotely?

Yes, via the CorePoral

5. Have there been investigations relating to expense compliance in your organisation in the last 24 months? If so, how many?

There have been two compliance audits conducted with regard to expenses in the last 24 months.

Further information

If you are interested in the data that the council holds you may wish to visit Open Barnet, the council's data portal. This brings together all our published datasets and other information of interest on one searchable database for anyone, anywhere to access. <http://open.barnet.gov.uk/>

Advice and Assistance : Direct Marketing

If you are a company that intends to use the names and contact details of council officers (or other officers) provided in this response for direct marketing, you need to be registered with the Information Commissioner to process personal data for this purpose. You must also check that the individual (whom you wish to contact for direct marketing purposes) is not registered with one of the Preference Services to prevent Direct Marketing. If they are you must adhere to this preference.

You must also ensure you comply with the Privacy Electronic and Communications Regulations (PECR). For more information follow this Link www.ico.org.uk

For the avoidance of doubt the provision of council (and other) officer names and contact details under FOI does not give consent to receive direct marketing via any media and expressly does not constitute a 'soft opt-in' under PECR.

Your rights

If you are unhappy with the way your request for information has been handled, you can request a review within the next 40 working days by writing to the Information Management Team at: foi@barnet.gov.uk. Or by post to Information Management Team (FOI) London Borough of Barnet, 2 Bristol Avenue, Colindale, NW9 4EW

If, having exhausted our review procedure, you remain dissatisfied with the handling of your request or complaint, you will have a right to appeal to the Information Commissioner at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (telephone: 0303 123 1113; website www.ico.org.uk). There is no charge for making an appeal.

