

Ref: FOI/GS/ID 4719

Please reply to:
FOI Administrator
Trust Management
Maidstone Hospital
Hermitage Lane
Maidstone
Kent
ME16 9QQ

Email: mtw-tr.foiadmin@nhs.net

14 June 2018

Freedom of Information Act 2000

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to Salary overpayments.

You asked:

1. *Organisation Name*
2. *Name of Computer Software used to record Salary Overpayments and repayments*
3. *Are names of people stored in the software?*
4. *Is the amount of the Salary Overpayment stored in the software?*
5. *Does the software have an audit trail automatically recording the logon name of the user and the records added, accessed and changed by each user, including the data before the change and the data after the change?*
6. *Does the audit trail include the date and time of any additions / changes to data as well as when data was accessed?*
7. *Software Provider (Company Name)*
8. *Annual Cost (£) of Software*
9. *License Expiry Date*
10. *Name of the Organisation Responsible for Recording Salary Overpayments if you use another organisation (e.g. a CSU)*
11. *Name of Manager Responsible for Recording Salary Overpayments*
12. *Email address of Manager Responsible for Recording Salary Overpayments*
13. *Telephone Number of Manager Responsible for Recording Salary Overpayments*
14. *Name of Data Protection Officer*
15. *Email Address of Data Protection Officer*
16. *Telephone Number of Data Protection Officer*
17. *Name of Chief Executive*
18. *Email Address of Chief Executive*
19. *Telephone Number of Chief Executive*
20. *Name of Finance Director*

21. *Email Address of Finance Director*
22. *Telephone Number of Finance Director*

Trust response:

Please see the following table.

** Please note: The Trust Executive structure chart and details of these positions is available on the Trust website www.mtw.nhs.uk

To contact members of the board, please contact the Executive secretarial team on telephone 01622 226412.

NHS Organisation	Name of Computer Software used to record Salary Overpayments and Repayments	Are names of people stored in the software?	Is the amount of the Salary Overpayment stored in the software?	Does the software have an audit trail automatically recording the logon name of the user and the records added, accessed and changed by each user, including the data before the change and the data after the change?	Does the audit trail include the date and time of any additions / changes to data as well as when data was accessed?
Maidstone and Tunbridge Wells (Data provided in relation to NHS SBS who are the payroll provider for the Trust).	Computer Software not used, an Overpayments Database is utilised within NHS Shared Business Services which was created by their IT team.	Yes	Yes	The database logs who pays and approves overpayments, who raises and sends letters regarding overpayments, any updates to repayment plans and who puts in payroll queries and completes these. It does not tell you who has viewed data, but access to the database is tracked and controlled so only those who require access possess this. This is managed via the starters and leavers process within NHS SBS.	Yes to the date and time of additions/changes, but not when the data was viewed as this is not recorded (see response to previous question)
Software Provider (Company Name)	Annual Cost (£) of Software	License Expiry Date	Name of Organisation Responsible for Recording Salary Overpayments (if you use another organisation e.g. a CSU)	Name of Manager Responsible for Recording Salary Overpayments	Email address of Manager Responsible for Recording Salary Overpayments
NHS Shared Business Services - Overpayments Database built by their in house IT team.	Not applicable	Not applicable	NHS Shared Business Services	Simon Hart - Director of Workforce	**
Telephone Number of Manager Responsible for Recording Salary Overpayments	Name of Data Protection Officer	Email Address of Data Protection Officer	Telephone Number of Data Protection Officer	Name of Chief Executive	Email Address of Chief Executive
**	Kevin Rowan	**	**	Miles Scott	**

Telephone Number of Chief Executive	Name of Finance Director	Email Address of Finance Director	Telephone Number of Finance Director
**	Steve Orpin	**	**

