

Adrian Snarr
Director of Financial Control
Skipton House
80 London Road
London
SE1 6LH

To:

- CCG accountable officers
- NHS trust accountable officers
- NHS foundation trust accounting officers

England.Assurance@nhs.net

19th April 2021

Dear Colleagues,

Collection exercise of special payments relating to 2020/2021

In late 2020, HM Treasury (HMT) issued a change to the delegated special payment limits, which requires all special payments above £95k within the Department of Health and Social Care (DHSC) group to be submitted to HM Treasury for approval. As a result DHSC has asked that all commissioner and provider organisations provide detail of all such special payments above £95k for which the Department does not have delegated approval for the financial year 2020/21.

This retrospective data collection applies to special payments made in 2020-21. For 2021-22 and beyond HM Treasury approval will need to be sought for any special payment above the threshold prospectively. Therefore, you should submit special payments over £95k prior to payment being made to:
ENGLAND.assurance@nhs.net.

For clarity, the relevant special payments¹ are those:

- over £95k in value, and/or
- classified as novel, contentious or could cause repercussions elsewhere in the public sector ('NCR').

The term 'approvals' encompasses cases approved (whether paid or outstanding) by the local approving bodies.

Any special payment above £95k or classified as NCR that has been incurred by clinical commissioning groups (CCGs), NHS trusts or NHS foundation trusts without HMT approval will be considered irregular.

¹ as per [Managing public money](#), Box A4:13A

You should be aware of the settlement reached in respect of what is known as the Flowers employment case. This has been deemed a special payment, but a submission will be made to HMT jointly by NHS England and NHS Improvement to seek approval for the whole payment, rather than asking individual organisations to request approval. You do not need to include those payments in this return, as we will seek approval for that.

We are aware that you may have previously submitted special severance payments for HMT approval, but we ask you to include them in this return so that we have a complete record. For those cases we do not require all the backup documentation.

CCGs, NHS trusts and NHS foundation trusts should complete and submit the template below to the NHS England and NHS Improvement assurance mailbox – England.Assurance@nhs.net.

We are aware of the time and resources constraints facing your finance teams; however, we need to submit the requested information to regularise all the special payments following the revised arrangements announced by HMT.

Please may I request that the special payment templates **(including nil returns)** are submitted to the assurance mailbox by **close of play on Friday, 30th April 2021**.

If you have any questions, please email the assurance mailbox as noted above.

Yours sincerely,



Adrian Snarr
Director of Financial Control
NHS England and NHS Improvement

2020/21 special payments notification form

Please return this completed form to England.Assurance@nhs.net, including all the supporting documents used when the payment was approved, by **close of play, on Friday , 30th April 2021.**

Name of organisation	
Contact details: Name, email and telephone number of person submitting the form	
Is approval required prospective or retrospective: Include date of payment	
Amount of special payment: in £s	
Nature and circumstance of case:	
Legal advice if appropriate:	
Management procedures followed:	
Assessment of value for money of the case:	
Do the circumstances give indication of any wider impact:	