

Agreed Action details

Data revision date: 31/05/2021

ACX								
Audit Name	Issue	Recommendation	Agreed Action	Priority	Due Date	Deferral Date	Deferral Date	Reason for Deferral changes
Payroll	Current Standby policy and payment rates not adhered to.	HRP should ensure that all Standby payments are in line with the rates outlined in the HR Employee Standby & Call-Out Policy and have a process in place to prevent any payments outside of the published rates from being processed.	Current arrangements not in line with policy to be reviewed and contractual terms changed.	Amber	31/03/2020	31/12/2021	3	Registrar service is now the only service which needs moving onto the corporate rates. Due to the sensitivities around the work staff have been undertaking during the COVID19 outbreak it has been agreed not to issue notice to change current arrangements at the current time.
Payroll	Current Standby Policy and payment rates not adhered to.	HR should ensure that all Standby payments are in line with the rates outlined in the HR Employee Standby & Call-Out Policy and have a process in place to prevent any payments outside of the published rates from being processed.	System development to be undertaken for calculation based on hourly rate with employee claiming number of hours on standby.	Amber	31/03/2020	31/12/2021	3	Registrar service is now the only service which needs moving onto the corporate rates. Due to the sensitivities around the work staff have been undertaking during the COVID19 outbreak it has been agreed not to issue notice to change current arrangements at the current time.
Members Allowances	One Member received an incorrect initial SRA payment for May/June 2015.	The overpaid SRA for May/June 2015 should be recovered as soon as possible.	The Member to be contacted and once the issue has been acknowledged HR will be instructed to redress the overpayment.	Green	30/04/2021	30/06/2021	1	The Member has yet to make contact to discuss the overpayment informally.

F&CS								
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Rotherham opportunities College	Capital Approvals Procedures have not been formally approved.	The Capital Approvals Procedures should be finalised and presented to SLT and Cabinet for formalisation.	The Financial Accounting Team (Capital Element) are working closely with the Assistant Director of Financial Services to finalise the new capital governance documentation, updated financial regulations (to reflect changes to capital); and establish a clear approvals process for all capital expenditure. Initial plans are due to be presented to the Strategic Director Finance and Customer Services before being moved on to SLT and DLTs for wider buy in. Eventually they will need to be presented to Cabinet.	Amber	30/11/2019	21/07/2021	6	The deferral will allow the revised capital procedures note and linked FPPR's updates to be approved by Council on the above date.
Social Value	Guidance and training for all staff involved with procurement not available.	The Procurement Service should develop a mandatory e-learning course for all RMBC staff involved in the procurement process which outlines procurement requirements including the importance of complying with social value legislation.	E-learning to be developed once the rewrite of Financial and Procurement Procedure Rules has taken place. In the interim, when requisitioner training takes place on e5 for new users / refresher training reference to the requirement for the sourcing of a local quotation can be made.	Amber	31/05/2021	27/08/2021	1	Completion of this action follows on from recommendation 1082 around the updates to FPPRs. Delay due to the election. Timeline now established following briefing that took place with the Leader during w/c 15/3. Plan to take to CWG in June and then progress for full sign off in July. Additional time allocated to ensure the learning material reflects any proposed changes that may be during CWG/sign off processes.
Social Value	Social Value Legislation is not reflected in appendix 5 of the Constitution - Financial Procurement Procedure Rules	The social value legislation and policy requirements should be referenced within the appendix 5 (FPPR) of the Constitution to ensure consistency and transparency of procurement procedures.	Full re-write of Financial and Procurement Procedure Rules required of which Social Value will form a part of.	Green	31/05/2021	30/07/2021	1	Delay due to the election. Timeline now established following briefing that took place with the Leader during w/c 15/3. Plan to take to CWG in June and then progress for full sign off in July.

R&E								
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Anti-Social behaviour	The Anti-Social Behaviour Policy and Procedure was last updated / reviewed in July 2012.	The Anti-Social Behaviour Policy & Procedure should be reviewed / updated immediately and every 2 years thereafter, in accordance with the Policy.	Identify key stakeholders and engage. (August 2019) Develop Action Plan to management the Policy review (September 2019) Identify key aspects of the Policy to review within sub-groups (September 2019) Develop updated Policy and sign off through SRP (December 2019) Present to Cabinet for adoption (March 2020)	Green	31/03/2020	30/07/2021	3	Capacity remains limited as a result of the Covid-19 response and in particular the impact on enforcement services and the frequent changes in legislation. The refresh of the Policy is now not likely to conclude until July 2021 in light of the impending election and purdah period.