

Agreed Action details

Data revision date: 31/08/2021

ACH&PH

Ref	Audit Name	Title	Issue	Recommendation	Agreed Action	Priority	Manager	Head of Service	Assistant Director	Start Date	Due Date	Deferral Date	Deferral Date changes	Reason for Deferral
1017	Transition from Children's Care to Adult Care	Communication channels	New communication channels for the transitions team to interact with all of its potential clients via schools. have not been established.	Include on the Transitions web pages the communication. options to interact with parents and carers	Implement solution. Communication team to support the exciting and new communication information to ensure they are well linked with other services. Dedicated staff member to be the face to face communication link.	Green	Gordon Waigand	Gordon Waigand	Ian Spicer	30/09/2020	30/06/2021	31/12/2021	1	Linked to actions 1016 - 1018 the actions around linking in with CYPs, Adults, MFD and PFA around the messaging and communicating as part of the transition comms plan. Meeting of the 3/8/21 cancelled due to absence of comms. Meeting to be rearranged. As the current Team Manager is leaving in August the new Team manager will need to take actions forward.
1018	Transition from Children's Care to Adult Care	Transitions Team events to engage with its stakeholders	Progress has not been made with appropriate media projects from youth groups, students etc. to explain the transitions experience	Instigate appropriate media projects from youth groups, students etc. to explain the transitions experience until such time as staffing resources allow for formal events such as workshops to be provided.	Amalgamate into one media strategy and implementation of accessible information. The Transition Team information and advice to be available via a media offer and dedicated staff member. Linked to action points: 4, 5 and 6.	Green	Gordon Waigand	Gordon Waigand	Ian Spicer	30/09/2020	30/06/2021	31/12/2021	1	Again aligns to all the comms actions 1016 - 1018 we need to baseline and understand our messaging and comms strategy in the first instance. This links into Adults, MFD, CYPs, PFA activity and comms plan will support this.Meeting of the 3/8/21 cancelled due to absence of comms. Meeting to be rearranged. As the current Team Manager is leaving in August the new Team manager will need to take actions forward.

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634	ACE03-Payroll	Standby Payment Rates	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	Ian Henderson	Paul Cosgrove	Lee Mann	03/06/2019	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 until September 2021. Contractual notice will expire at the end of December 2021.
666	ACE03-Payroll	Standby Payment Rates	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	Ian Henderson	Paul Cosgrove	Lee Mann	03/06/2019	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 until September 2021. Contractual notice will expire at the end of December 2021.
1189	Schemes of Delegation	Amendments to sub-scheme documents	Improvements to standard of published documents	To improve the standard of the revised 6 sub-scheme of delegation documents up to an accurate and publishable standard, directorates should be requested to address the issues identified for their directorate's document. The documents should then be re-published.	All identified amendments to the sub-scheme will be addressed	Green		Emma Hill		14/06/2021	16/07/2021	30/09/2021	2	To complete 2 of the 16 actions identified will require additional work to be undertaken with R&E officers.
1219	GAYE Payroll Deductions	communications with employees	Communications with affected employees have been delayed	Ensure that affected employees are formally notified of the situation and action taken	Letter to be sent to each individual employee once final confirmation is received from CAF in relation to the refunded monies and values credited to individual GAYE accounts.	Green	Alan Rodgers	Alan Rodgers	Lee Mann	12/07/2021	31/08/2021	30/09/2021	1	Delay in returned funds from CAF.

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779	Rotherham Opportunities College	Capital Procedures	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	Rob Mahon	Rob Mahon	Graham Saxton	01/10/2019	30/11/2019	29/09/2021	8	The deferral will allow the revised capital procedures note and linked FPPR's updates to be approved by Council on the above date.
1079	Social value	Mandatory e-learning Course	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	Karen Middlebrook	Karen Middlebrook	Graham Saxton	24/09/2020	31/05/2021	29/10/2021	2	- Update will now go to September 21 Council (delayed from July) due to further changes to the constitution (unrelated to FPPRs) which need to be progressed. - 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.
1082	Social value	Financial Procurement Procedure Rules	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	Karen Middlebrook	Karen Middlebrook	Graham Saxton	24/09/2020	31/05/2021	30/09/2021	2	- Update will now go to September 21 Council (delayed from July) due to further changes to the constitution (unrelated to FPPRs) which need to be progressed. - 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.