

Audit	Action
2017-18-16 - Payroll - Resources & Support Services	01.1 - Procedures to be updated
2017-18-16 - Payroll - Resources & Support Services	05.1 - Documentation to be scanned
2017-18-16 - Payroll - Resources & Support Services	17.1 - Unison payment for Jeanette Hollins
2017-18-16 - Payroll - Resources & Support Services	24.1 - Job titles to be updated
2018-19-09 - Time Management	08.1 - Staff reminder
2018-19-09 - Time Management	16.1 - Reminder to Managers/Supervisors
2018-19-09 - Time Management	20.1 - Leave to be allocated

2018-19-01 - Safeguarding - Chief Executives	06.1 - Consideration to develop more Champions
2018-19-09 - Time Management	06.1 - Staff reminder
2018-19-01 - Safeguarding - Chief Executives	06.2 - Focused training
2018-19-01 - Safeguarding - Chief Executives	10.1 - Service plan reviews
2018-19-09 - Time Management	14.1 - Reminder to Managers/Supervisors
2018-19-09 - Time Management	07.1 - Staff reminder
2018-19-09 - Time Management	15.1 - Reminder to Managers/Supervisors

2018-19-09 - Time Management	09.1 - Staff reminder
2018-19-09 - Time Management	17.1 - Reminder to Managers/Supervisors
2017-18-12 - Licensing Administration - Regeneration & Development	12.1 - Reference checks
2018-19-01 - Safeguarding - Chief Executives	05.1 - Risk profile in GRACE
2018-19-01 - Safeguarding - Chief Executives	26.1 - Promote CSE and PREVENT awareness
2017-18-14 - New Refuse Service - Operational Services	03.1 - Sick management procedure
2018-19-01 - Safeguarding - Chief Executives	09.1 - Training records

2018-19-01 - Safeguarding - Chief Executives	22.1 - List of DBS checked posts update
2018-19-09 - Time Management	28.1 - Investigate System Discrepancies
326 - 2015-16 - Human Resources	68 - Full Roll Out

Description
<p>Payroll procedures should be updated to ensure that they are current.</p>
<p>All outstanding documentation should be scanned onto Information@work.</p>
<p>The monthly Unison payments made by Jeanette Hollins should be increased from £17.25 to £20.30, as per Unison fee rates for salaries between £30,001 &amp; £35,000).</p>
<p>The DBS list should be updated to ensure that all job titles requiring checks are accurate.</p>
<p>Staff should be reminded of the following: ØAll staff who record their time on Mitrefinch should be reminded of the need to clock in and out at the start and end of each day. ØWherever possible, staff should clock in and out to record their lunch break. (It is acknowledged that in some jobs, especially jobs which are not office based, that this is not always possible). ØUnless there is a valid reason, no more than 5 days annual leave should be carried</p>
<p>All managers &amp; supervisors should be reminded of the following: ØWherever possible, any anomalies on Mitrefinch should be reviewed and approved/corrected as necessary before the end of each 4 week flexi period. ØCompensatory leave should only be approved where there has been a genuine business need for the hours to be worked. The approval of compensatory leave should not happen on a regular basis.</p>
<p>The sections which have staff with no leave allocated (Recycling, Neighbourhood Management, Streetscene &amp; Waste Management) should liaise with HR/Payroll to ensure that the correct leave allocations are put onto the Mitrefinch system.</p>

Consideration should be given to increasing the number of safeguarding champions within the Council to promote confidence in the necessary actions required by the workforce when identifying potential cases to be reported.

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Safeguarding training should be reviewed on a rolling 3 year basis to ensure that it captures all staff and members. Where possible, face to face training should be provided to staff and members in a designated period each year to minimise disruption. The estimated 90% of members yet to be trained should be identified and provided with relevant training at the earliest opportunity.

Heads of service should be reminded that service plans across the Council, (particularly of those services where contact with members of the public is commonplace) should include a reference to tasks/ actions/milestones to be managed in respect of safeguarding issues

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<p>References produced by new drivers are not currently verified. A small sample of the names and addresses produced in support of new drivers should be checked for authenticity.</p>
<p>A risk profile specific to safeguarding issues should be developed in the Council's risk management system GRACE and be monitored in line with the Council's risk management policy.</p>
<p>Further promotion of the PREVENT strategy, CSE issues, general safeguarding and modern slavery should be undertaken to raise further awareness of responsibilities and reporting procedures. Consideration should be given to including these issues periodically in team talks, on intranet notices, appraisals etc. A targeted focus on those staff members out and about in the Community should be adopted in order that they are proactive in spreading awareness.</p>
<p>The Council should review the point at which the various stages of the sick management disciplinary procedure commence and review the Bradford Scores applicable to each, in order that they are set at an appropriate level. Further, attendance management policy should include distinct disciplinary procedures for sporadic and regular unpaid leave occurrences.</p>
<p>Training records held by the Human Resources section should be updated to include training undertaken by 4 champions identified as not currently present in the log.</p>

Appendix B of the Recruitment, Selection and Induction policy available on the intranet should be updated to reflect the latest review of posts requiring DBS checks.

58 members of staff within the Operational Services Directorate had instances where they had no clockings on at least 1 day. These omissions did not show up as anomalies on Mitrefinch. These system discrepancies should be investigated.

Those departments where employees are not fully utilising the Mitrefinch system should be identified and subsequent actions taken to ensure that this is possible. Where shifts are worked then these should be entered within the system. This will ensure that the reasoning for purchasing an electronic time management system shows the required efficiencies that the previous paper based method lacked.



Resolution Comments	Sign Off State
	Open
	Open
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	Open
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	Open
Leisure is the only service area that does not have the shifts set up, this is due to the service commencing the consultation process to change the staffs hours of work and should be completed by the end of Dec 2017.	Open

Priority	Original Due Date	Current Due Date	Current Due Date State
Medium	11/09/2018	31/12/2018	Not Due/Early
Low	12/03/2019	12/03/2019	Not Due/Early
Low	12/03/2019	12/03/2019	Not Due/Early
Medium	12/09/2018	31/12/2018	Not Due/Early
Medium	24/12/2018	24/12/2018	Not Due/Early
Medium	24/12/2018	24/12/2018	Not Due/Early
Medium	24/12/2018	24/12/2018	Not Due/Early

Medium	30/11/2018	31/12/2018	Not Due/Early
Medium	24/12/2018	24/12/2018	Not Due/Early
Medium	30/11/2018	31/12/2018	Not Due/Early
Medium	31/01/2019	31/01/2019	Not Due/Early
Medium	24/12/2018	24/12/2018	Not Due/Early
Medium	24/12/2018	24/12/2018	Not Due/Early
Medium	24/12/2018	24/12/2018	Not Due/Early

Medium	24/12/2018	24/12/2018	Not Due/Early
Medium			Unknown
Low	31/12/2017	31/10/2018	Not Due/Early
Medium	31/12/2018	31/12/2018	Not Due/Early
Medium	30/11/2018	31/12/2018	Not Due/Early
High	31/03/2018	30/09/2018	Overdue/Late
Low	30/11/2018	31/12/2018	Not Due/Early

Medium	30/11/2018	30/11/2018	Not Due/Early
Medium	24/12/2018	24/12/2018	Not Due/Early
Medium	02/05/2017	30/09/2018	Overdue/Late



Original Due Date Variance	Updates	Action Update State	Attachments
-21	1	Accepted	0
161	0		0
161	0		0
-20	1	Accepted	0
83	0		0
83	0		0
83	0		0

59	0		0
83	0		0
59	0		0
121	0		0
83	0		0
83	0		0
83	0		0

83	0		0
0	1	Pending	0
-275	2	Pending	0
90	0		0
59	0		0
-185	2	Pending	0
59	0		0

59	0		0
83	0		0
-518	4 Pending		0

Category	Owner
Written Procedures and Standards	Barbara Yates
Written Procedures and Standards	Barbara Yates
Information Correction	Barbara Yates
Written Procedures and Standards	Barbara Yates
Written Procedures and Standards	Dave Adams
Written Procedures and Standards	Dave Adams
Written Procedures and Standards	Dave Adams

Process Improvement	John Tradewell
Written Procedures and Standards	John Tradewell
Training	John Tradewell
Written Procedures and Standards	John Tradewell
Written Procedures and Standards	John Tradewell
Written Procedures and Standards	Kelvin Turner
Written Procedures and Standards	Kelvin Turner

Written Procedures and Standards	Neale Clifton
Written Procedures and Standards	Neale Clifton
Process Improvement	Nesta Barker
Risk Management	Sarah Moore
Process Improvement	Sarah Moore
Written Procedures and Standards	Sarah Taylor
Written Procedures and Standards	Sarah Taylor

Written Procedures and Standards	Sarah Taylor
Written Procedures and Standards	Sarah Taylor
	Sarah Taylor