

AUDIT AND GOVERNANCE COMMITTEE
WEDNESDAY 27 MAY 2020

The following provides an update against the actions / resolutions agreed at the Audit and Governance Committee held on 16 March 2020.

Minute 9 – Minutes of the meeting held on 13th January 2020 – Matters Arising

- i) That an update be provided to Members on the Municipal Bonds Agency's revised structure.

Response from Stuart Wilson, Acting Strategic Finance Manager, BMBC

We recently discovered that this funding is only available to principal authorities (so excludes Police and Fire).

We will however continue looking for alternative funding sources to the PWLB.

Minute 9 – Audit and Governance Committee Work Programme

- ii) That the Work Programme would be updated to indicate that future reports on Information Governance and Compliments and Complaints be presented at the September and March meetings of the Committee respectively.

Work programme updated as agreed by Members'.

- iii) That the Work Programme would also be updated to reflect the changes set out in the minutes with regard to future Internal Audit reports.

Work programme updated.

Minute 10 – Internal Audit Progress Report

- i) Noted an update would be provided to them from the Head of HR to ascertain if the draft RDS Policy had been approved at the JCF held on 26 February 2020, or if the Policy had been issued for consultation.
- i) Noted that a written update would be provided by the Head of HR setting out current progress with regards to implementing the outstanding recommendation arising from the Retained Stations (Payroll) Data Quality Audit, following the JCF held in February. The update would also include the reasons for the long delay and if the recommendation would be implemented by 1 April 2020.

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Response from Sue Kelsey, Head of HR, SYFR

The audit of RDS payment processes identified a need for consistency of approach and clear auditable trail for the completion and authorisation of pay documents for RDS personnel. This task was allocated to an emergency response Group Manager to lead, with involvement from HR and Payroll teams. The GM is in charge of a district and has a number of other work references that they are required to lead on. This means any new project work has to be fitted in around a wide range of activities of varying priorities. Because of this, the project was subject to delay at times due to work pressures.

The policy was drafted and presented to the Joint Consultative Forum (JCF) in February 2020, for consultation. The four rep bodies were content with the suggested policy and process. The policy has been given to a new T/SM who has been appointed to work on a variety of RDS issues, for rollout by 1 April. This was progressing well, but has since been affected by issues relating to the Covid-19 pandemic. However, he is working to implement this as quickly as possible in the circumstances.

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