



STAFFORDSHIRE
POLICE

APPENDIX 2

Live Internal Audit action plans

AUDIT 2017 – Police Payroll Processing Procedures.

2	Audit / Inspection	OWNER:	Melanie Willmott (06704)
		DATE ACTION SET:	31/03/2017
	On Track	DUE DATE:	31/12/2020
	Priority Medium	RECOMMENDATION:	Rec 2 (Page 6) Payroll should ensure that key processes are documented and kept in a central location accessible to all appropriate staff. Payroll Manager plans to document all relevant processes over the next 9 months.
		ACTION:	As processes are carried out, a procedure note should be produced. A full procedure manual will be kept electronically and as a hard copy. Payroll manager to review and update current documented processes by March 2018 and to produce documentation for all other procedures by 30 September 2018.
		LATEST UPDATE:	<p>Progress Update: (25/11/2020) We are currently writing the departmental payroll procedures which will be complete before the 31st December 2020 and reviewed every 2 years. This is to support the Origin Payroll User Guide which is written by, and provided by, the Origin provider (at the time Cedar HR). This user guide is 107 pages of instructions and processes which have not changed and therefore are still relevant and appropriate. However, as we are approaching an upgrade in the near future I will request that we are provided an updated version of this user guide. Therefore, we will have a high level payroll procedure for the department supported by the detailed user guide. I will send you confirmation once the payroll procedure is complete and we will look to complete this action by the end of December.</p> <p>Reviewer's Comments: (30/01/2020) Due to reassignment, agreement has been made to extend the delivery date of this action until the end of the financial year. Meetings to further progress this area have been scheduled for the near future.</p>

AUDIT 2019/2020 – Fleet Utilisation Audit Joint Emergency Transport Service (JETS)

9	Audit / Inspection	OWNER:	Sarah Wood (16674)
		DATE ACTION SET:	11/11/2019
	On Track	DUE DATE:	31/01/2021
	Priority Medium	RECOMMENDATION:	Value for Money – Suppliers and Parts Informed by the Support Team that JETS could only order from companies included on the Approved Supplier list. Copies of the 'Stock Bins' spreadsheet were obtained, which was used to record all of the parts JETs may need to purchase for each vehicle and the preferred suppliers. We could not obtain evidence confirming the list of approved suppliers, agreed prices for parts or consideration of value for money, however we were assured that there was a discount included for JETS due to the consistent, high number of parts being purchased.
		ACTION:	JETS should ensure that evidence of value for money consideration / tender process (eg market testing of the cost for parts) is held on file for each 'Approved Supplier'. MEDIUM PRIORITY
		LATEST UPDATE:	<p>Progress Update: (19/11/2020) An initial review of the Procurement support for JETS has been undertaken due to the change in personnel. This activity has highlighted that there are some quick wins which can be put in place to ensure that the procurements are being carried out in a more data rich manner. This has encompassed the following actions; 1. Capture data to identify suppliers in the internal P2P system whereby we can identify if the suppliers are 'Approved' or not. (COMPLETE) 2. Address anomalies where suppliers are not currently 'Approved' (IN PROGRESS – EXPERIAN AND INSURANCE CHECKS)</p>

3. A Forward plan has been created for the area to identify the routes to market for existing goods/services/works for the area. Between October and December 2020 this is a transitional period to ensure that there is compliance across all purchases. January 2021 will see forward planning of the procurement of goods/works/services for this area with a strategic approach with a clear focus on value for money alongside availability focused on keeping vehicles on-road.

Reviewer's Comments: (01/12/2020) Through Review Process with DCC completed on 01/12/2020, it has been agreed for the delivery date of this action to be extended to 31/01/2021

10	Audit / Inspection	OWNER:	Sarah Wood (16674)
		DATE ACTION SET:	11/11/2019
	On Track	DUE DATE:	31/01/2021
	Priority Medium	RECOMMENDATION:	Policies and Procedures – Vehicle Hire (1 of 2) Relating to the 'Hire Procedure – External & Internal' document from the Support Workshop Manager. Review of the document confirmed that an online 'Vehicle Hire Request' must be completed through 'Lotus Notes' however, we were informed that this was no longer the case in practice as new staff members were not given access to Lotus Notes and that email requests were also accepted if the following detail and evidence was in place: • Reason for hire; • Benefits of hire; • Type of vehicle required; • Duration of hire; and • Evidence of authorisation from a Chief Inspector or equivalent.
		ACTION:	The Hire Procedure – External and Internal procedure document will be reviewed and updated (where necessary) to ensure it reflects current practices and includes the following: • A step in the process ensuring the use of fleet and other vehicles is considered, prior to accepting the hire booking; and • A version control as agreed in Management Action 1 of this report. MEDIUM PRIORITY
		LATEST UPDATE:	Progress Update: (19/11/2020) The Vehicle Hire Policy and Procedure has been rewritten to meet the needs of both organisations and an Equalities Impact Assessment for the new policy created and consulted upon with both Fire and Police. Version Control has been included on the revised documents. The JETS element of Policy and Procedure creation is now complete and is with the governance teams in both SFRS and SP, consultation within Fire and Police will follow on from this and this will be implemented once this is completed. Reviewer's Comments: (01/12/2020) Through Review Process with DCC completed on 01/12/2020, it has been agreed for the delivery date of this action to be extended to 31/01/2021