

Fundamental Audits 2013/14 - Recommendations Tracker

Report Ref	Recommendation	Class	Agreed Action/Comments	Responsibility For Implementation	Implementation Date	Action Taken
Payroll 2013/14						
2.3.1 c)	The TS6(S) form should be completed by the Schools in all cases. Alternatively the SW2 form should be used for the reasons noted in the report (Previous Report Recommendation)	MR	Employee Services Manager will be addressing consistency of all documentation across the authority and visiting schools this will also tie in with self-service expansion	Employee Services Manager	January 2015	Not implemented - this recommendation will be addressed with the introduction of self service for Payroll. Implementation date now changed to January 2016
2.3.1 e)	All files should be available for inspection and kept secure	MR	Files should be kept available - Employee Services Manager currently looking at scanning solution to avoid unnecessary files/paper	Employee Services Manager	April 2015	Not implemented - a scanning solution is to be developed. Implementation date now changed to September 2015

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2.5.5	<p>Authorised Signatories</p> <p>As noted previously the Authorised Signatory listing should be kept up to date</p> <p>Old signatory listings should be removed to ensure that only current ones are on file</p> <p>Staff should be familiar with the authorised signatories to ensure that records are only processed if appropriately approved (Previous Report Recommendation)</p>	MR	<p>Exercise to compile new signatory lists based on functionality, self-service etc is currently underway</p> <p>The signatory list will be maintained in the ISiS system via supervisor hierarchy and auto workflow - however a list will also be maintained with the service area relating to new starters, leavers, emergency payments etc</p>	Employee Services Manager	December 2014	Not implemented - this element of self service is due to go live shortly. All areas will be asked to provide details of signatories that can sign new starters, changes, leavers and emergency payment requests. Implementation date changed to September 2015