

**SWANSEA COUNCIL
MANAGEMENT ACTION PLAN
WESTERN BAY ADOPTION SERVICES & ADOPTION ALLOWANCES 2022/23**

REPORT REF	RECOMMENDATION	CLASS (HR; MR; LR; GP)	AGREED ACTION/ COMMENTS	RESPONSIBILITY FOR IMPLEMENTATION	IMPLEMENTATION DATE/UPDATE October 2022
Expenditure					
2.1.1 a	A purchase order must be created prior to goods and / or services being procured.	MR	In a demand led service this isn't always possible however we will endeavour to do this.	Business Support Manager	Immediate although for some orders this may be difficult to achieve as invoices aren't received until after the service is received. (An example of this is when using a process server they may take more than one visit and will not know this until after the work is done).
2.1.2	All purchases should be made in accordance with the Council's Contract Procedure Rules.	MR	Agreed. All suppliers used on regular basis should be set up as corporate supplier.	Business Support Manager	Immediate Session to be arranged with Procurement to have a refresher on the process.

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					Therapeutic providers were the issue in the majority of these cases, some are working with multiple cases which took the costs over the 10K mark.
P-Card					
2.2.1 a	All payments must be approved by the cardholder's line manager. <i>(Previous Audit Recommendation)</i>	LR	Agreed. All P card payments must be approved by line manager.	RAM/BSM	Immediate
2.2.1 b & c	A VAT receipt should always be requested at the time of purchase and VAT should be reclaimed at the correct rate. <i>(Previous Audit Recommendation)</i>	LR	Agreed all P card transactions must have a VAT receipt, following any purchase and this will be discussed with the BS team and monitored internally. Agreed VAT only to be claimed when a valid receipt is held.	Business Support Manager	Immediate
2.2.1 d	All utility bills/invoices (including telephones) should be paid using the Council's Accounts Payable system.	LR	A discussion has taken place with Procurement – the time limit set on the bill does not allow time for the bill to be paid via the Council's accounts payable system. The telephone provider has been in use since the inception of the service and it is not clear how the provider was chosen. The service will review this provider and confirm with SC and NPT council whether this line can be brought within existing council contracts.	Business Support Manager	To be actioned by 31 st October Update Oct 22 Due to invoice issues and timescale available NPT finance will pay

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					the invoice and recharge via Quarterly return
2.2.1 e	The Purchase Card is not intended to replace the use of official orders for standard purchases and is not to be used as a means of bypassing Corporate Procurement rules or Spending Restrictions.	LR	This is a demand led service uses resources that require immediate payment which does see an over reliance on the use of the P card. This last year in relation to purchasing has been unusual due to the fact that the service was setting up the therapeutic rooms and equipping the direct work rooms for use with families. This saw a lot of these purchases being undertaken via the P card. We had some discussions with Procurement following the initial feedback being received and understand that assistance could have been provided with securing the best price for items. The Regional service will attempt to put payments through the official ordering system however due to the nature of the work undertaken their will remain occasions when the P card will need to be used for securing accommodation for introductions and the immediate booking of activities where it is not possible to invoice the company used ie date will be lost as immediate payment cannot be guaranteed.	BSM/RAM	Immediate

Travel & Subsistence Claims

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2.3.1 a	Mileage claims should be reviewed and the mileage confirmed before authorisation.	HR	WBAS managers will now complete sampling of journeys for all employees regardless of the employing LA each month to ensure that the journey matches the miles claimed. A minimum of two journeys per claim submitted will be sampled and this will be recorded via a spreadsheet accessed only by the management team.	RAM WBAS TM	From 1 st October Update Managers Spreadsheet now in place sampling of journeys now being undertaken
2.3.1 b	Any home to fixed centre mileage should be clearly shown and deducted.	MR	Employees have been sent the relevant travel subsistence policy for their employing LA and have been reminded of the policy and responsibilities. TM's will consider this within their monthly sample audit.	RAM/TM	Completed 28 th September 2022 Staff advised of policy Ongoing audit checks monthly
2.3.1 c	Journeys outside Swansea and Neath Port Talbot should be claimed using the Out of County fixed rate allowances.	LR	Managing staff from three LA's remains a challenge as the travel policies in relation to OOC journeys is different. Employees have been sent the relevant travel subsistence policy for their employing LA and have been reminded of the policy and responsibilities. TM's will consider this within their monthly sample audit.	RAM	Completed 28 th September 2022 Staff advised of policy - Ongoing audit checks monthly
2.3.1 d	The Travel & Subsistence claim form should not be used for the reimbursement of equipment and refreshments purchased. These should be claimed through Petty Cash.	LR	Employees across the service were advised of this via an email from the RAM on 31 st August following the first feedback meeting with audit. TM's will consider this within their monthly sample audit.		Completed 31 st August 2022 Ongoing audit checks monthly

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Adoption Services					
2.7.1 a	All Adoption Allowances expenditure authorisation memos should be signed by the authorising official.	GP	A business support officer will now lead on the adoption allowance process and review all memos to ensure that the signed copy is received and saved on file	BSM	Immediate Business support officer identified and leading the process
2.7.3	Where payments are approved at the minimum Welsh Government rate these should be paid at the correct rate.	LR	A business support officer will now lead on the adoption allowance process and will ensure with that the correct rate is paid.	BSM	Immediate Business support officer identified and leading the process