

Audit Findings & Management Action Plan – May 2024

Finding 1.	Action		
<p><b>Records missing within Atamis and closer working with the service areas</b></p> <p>We acknowledge that the Procurement Team recognised that there were control weaknesses so a new end to end process was implemented in June which has been operational for approximately six months and we have reviewed records within this period. However, this audit has identified issues with the storage of records within Atamis and extension dates not recorded on the contracts register.</p> <p>All services being procured with a value of over £25,000 should involve the Procurement Team and there should be a contract in place which is signed by either the Procurement or Legal Services. The identified information missing from Atamis above leads us to conclude that there are potentially contracts within the Council where this process may not have been followed. However, due to the scope of this review, we did not identify examples through our audit testing. Contract Management has been added to the Rolling Audit Plan for a further review where this area will be covered in more detail.</p> <p>The Procurement Team is implementing a new process where each Directorate will have a designated Procurement Business Partner who will work with service areas within that Directorate to promote good practice and procurement rules and regulations. The Head of Procurement is also attending the Head of Service forum at the end of the month to make it clear that the service areas have a direct responsibility for procurement and commissioning activity in their area, with the support of the Procurement Team staff.</p>	<ul style="list-style-type: none"> <li>• Procurement Business Partners will be established to raise awareness of procurement rules and regulations within the service areas.</li> <li>• Reports will be created that identify non-compliant spend, these will be shared by the business partners with service areas to identify where action needs to be taken.</li> <li>• Awareness and training will include the storage of records. Where non-compliance is identified this will continue to be escalated to senior management and training provided.</li> </ul>		
Priority	2	SWAP Reference	AP#4284
Responsible Officer	Head of Procurement		
Timescale	30 <sup>th</sup> September 2024		

<p><b>Finding 2.</b></p> <p><b><u>Procurement Strategy</u></b></p> <p>The Council has adopted a Procurement Strategy however, it is dated from 2016 to 2020 and has not been reviewed. The Strategy refers to the Business Plan dates 2013-2017 and the National Procurement Strategy for 2014, both of which were updated in 2022. Similarly, it makes references to the EU, which are also now irrelevant.</p> <p>From discussions with the Head of Procurement, there is a plan in place to update the Procurement Strategy following the implementation of the new Procurement Act next year. The Procurement Strategy can be a single overarching document that sits beneath the Business Plan and includes various elements such as the Procurement Strategy and Socially Responsible Procurement Policy, the Exemptions Framework, along with elements of the National Procurement Strategy.</p> <p>In addition, there will be other procurement related documentation such as policies and procedures that will be required to be amended following the implementation of the new Procurement Act.</p>	<p><b>Action</b></p> <p>The new Strategy Document is in draft and due to be completed by the end of July 2024 and published by 1st September 2024. All other procurement related documentation will also be updated by this date and communicated to all relevant staff.</p> <table border="1" data-bbox="1137 670 2119 818"> <tr> <td><b>Priority</b></td> <td><b>2</b></td> <td><b>SWAP Reference</b></td> <td>AP#4056</td> </tr> <tr> <td><b>Responsible Officer</b></td> <td colspan="3">Head of Procurement</td> </tr> <tr> <td><b>Timescale</b></td> <td colspan="3">30<sup>th</sup> September 2024</td> </tr> </table>	<b>Priority</b>	<b>2</b>	<b>SWAP Reference</b>	AP#4056	<b>Responsible Officer</b>	Head of Procurement			<b>Timescale</b>	30 <sup>th</sup> September 2024		
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<p><b>Finding 3.</b></p> <p><b><u>Procedures in the event of supplier failure</u></b></p> <p>Reliance has been placed on management knowledge across service areas to ensure arrangements can be made in the event of supplier failure. In the absence of management, there are no formal procedures in place to determine how the Council will mitigate risk within the supply chain.</p> <p>Establishing and documenting contingency plans ensures that the service can prioritise and plan for the most significant risks, develop response plans, and maintain clear lines of communication throughout the disruption.</p> <p>We are aware that responsibility for the Business Continuity Plans is with each of the service areas. The Procurement Team should modify the process to ensure that this is clearly communicated.</p>	<p><b>Action</b></p> <p>Processes will be reviewed to ensure that service areas are aware of the need to include procedures to mitigate risk in the event of supplier failure.</p> <table border="1" data-bbox="1137 1225 2119 1388"> <tr> <td><b>Priority</b></td> <td><b>3</b></td> <td><b>SWAP Reference</b></td> <td>AP#3835</td> </tr> <tr> <td><b>Responsible Officer</b></td> <td colspan="3">Emergency Planning, Resilience and Response Specialists</td> </tr> <tr> <td><b>Timescale</b></td> <td colspan="3">30<sup>th</sup> September 2024</td> </tr> </table>	<b>Priority</b>	<b>3</b>	<b>SWAP Reference</b>	AP#3835	<b>Responsible Officer</b>	Emergency Planning, Resilience and Response Specialists			<b>Timescale</b>	30 <sup>th</sup> September 2024		
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