

# Recommendations Overdue 31 July 2016

ACTION PLAN NO:	WEAKNESSES/GOOD PRACTICE: GRADE:	AGREED ACTION:	DATES:	COMMENT/EXPLANATION:	PYRAMID: RESPONSIBLE OFFICER:
<b>DEPARTMENT</b> <b>COMMUNITY SERVICES</b> <b>SERVICE</b> <b>EDUCATION</b> <u><b>REPORT NAME</b></u> <u><b>REVIEW OF EDUCATION – SQA SUBMISSIONS 2015-16</b></u>					
1	It was not evidenced that there are procedures to verify the accuracy of SQA invoice received for late submissions. <b>MEDIUM</b>	Introduction of review including random sampling of all related SQA invoices.	30 June 2016 <b>30 September 2016</b>	SQA invoices for late submissions have not been received for verification to take place. This will be followed up with school AFAs at the beginning of the new academic session.	<b>Delayed but rescheduled</b> Education Officer Secondary
2	It was not evidenced that there was review and challenge in respect of late charges. <b>LOW</b>	Specific Agenda Item to be included in SQA Co-coordinators meeting to discuss late changes, agree corrections and actions arising.	30 June 2016 <b>30 September 2016</b>	This will be part of the first meeting of SQA coordinators' in academic session 2016-2017.	<b>Delayed but rescheduled</b> Education Officer – Secondary
3	It was not evidenced that there was post SQA submission review of processes and procedures. <b>LOW</b>	Full discussion as part of agreed programme of SQA coordinators' meeting to confirm adherence/compliance to SQA procedures. Implement changes as required following review and assessment.	30 June 2016 <b>30 September 2016</b>	This will be part of the first meeting of SQA coordinators' in academic session 2016-2017.	<b>Delayed but rescheduled</b> Performance and Improvement Manager

<b>DEPARTMENT</b> <b>CUSTOMER SERVICES</b> <b>SERVICE</b> <b>CUSTOMER &amp; SUPPORT SERVICES</b> <u><b>REPORT NAME</b></u> <u><b>REVIEW OF DISPOSAL OF EQUIPMENT &lt;£10K - 2015/16</b></u>					
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3	There is an informal protocol in place when disposing of obsolete office furniture and equipment, however this is not documented. <b>MEDIUM</b>	Documented policies and procedures will be put in place to formally outline the disposal process.	31 July 2016 <b>31 October 2016</b>	Delayed due to failed redundancy re-deployment trial, should have someone in post, mid to late August.	<b>Delayed but rescheduled</b> Head of Customer & Support Services
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4	There is an informal protocol in place when disposing of obsolete school furniture and equipment, however this is not documented. <b>MEDIUM</b>	Documented policies and procedures will be put in place to formally outline the disposal process.	31 July 2016 <b>31 October 2016</b>	Delayed due to failed redundancy re-deployment trial, should have someone in post, mid to late August.	<b>Delayed but rescheduled</b> Head of Customer & Support Services