

Recommendations Overdue 31 October 2016

ACTION PLAN NO:	WEAKNESSES/GOOD PRACTICE: GRADE:	AGREED ACTION:	DATES:	COMMENT/EXPLANATION:	PYRAMID: RESPONSIBLE OFFICER:
DEPARTMENT COMMUNITY SERVICES SERVICE EDUCATION REPORT NAME <u>LOOKED AFTER CHILDREN - EQUALITY OF EDUCATION</u>					
3	It was not evidenced that Education hold a central register of Named Persons for Secondary Schools. LOW	A central register of Named Persons in Secondary Schools will be created and published by the Education Service in compliance with new statutory duty.	31 August 2016 31 August 2017	Due to the Scottish Government delaying the legislation on the Named Persons scheme until 2017 the action won't now be completed until August 2017.	Delayed but rescheduled Education Manager – Inclusion and Equality
DEPARTMENT CUSTOMER SERVICES SERVICE CUSTOMER & SUPPORT SERVICES REPORT NAME <u>REVIEW OF PROCUREMENT - PECOS 2015/16</u>					
1	The Authorised Signatories list does not match the PECOS approval groups. There are no standard templates of authorisation limits indicating approval levels. HIGH	An authorisation limit template will be developed & issued to management for completion, thereafter, passed to both Creditors and Procurement for implementation and subsequent update of approval groups and individual limits. The user limits will be used to set limits within the approval groups on PECOS.	31 July 2016 31 October 2016 30 November 2016	Evidence has been requested from Departments that their lists have been updated. Evidence is outstanding from one department.	Delayed but rescheduled Procurement & Commissioning Manager
DEPARTMENT DEVELOPMENT & INFRASTRUCTURE SERVICES SERVICE ROADS & AMENITY SERVICES REPORT NAME <u>REVIEW OF DISPOSAL OF EQUIPMENT <£10K - 2015/16</u>					
6	Lighting Stores Staff are unaware of any procedures for removal of obsolete stock and therefore stock is retained indefinitely. MEDIUM	Processes will be developed and documented in a procedure note to give clear guidance to management and staff when disposing of assets in order to achieve best value and free up storage space.	30 September 2016 31 December 2016	The action has had to be reassigned to an alternative member of staff who can assist with street lighting matters. Fleet, Waste and Infrastructure Manager overseeing.	Delayed but rescheduled Head of Roads & Amenity Services

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DEPARTMENT	IJB SERVICE UNITS
SERVICE	CHILDREN & FAMILIES
REPORT NAME	<u>CRIMINAL JUSTICE - NATIONAL OUTCOMES & STANDARDS 2016/17</u>

1	There is no documented procedure in terms of the governance and reporting processes. MEDIUM	Single document to be produced (and annually reviewed) that describes the processes supporting the CJ performance and reporting arrangements.	30 September 2016 31 December 2016	Criminal Justice are working on a new performance reporting programme for 2017/20 which will provide the template for the process document. This is part of a wider strategic plan and is tied into timescales hence the delay.	Delayed but rescheduled Business Support Manager
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