

Working Group Report to the Governance and Audit Committee.

Name of Working Group:	HTR
Date of Meeting:	30.05.23

Brief Details of Matters considered at the meeting:

3 HTR SWAP reports were covered in this session
5) Fleet SWAP Audit Report and Action Plan
6) Non-standard Payments SWAP Audit Report and Action Plan
7) Time Recording SWAP Audit Report and Action Plan

Outcomes / Observations:

Fleet

Investment has been made into software to improve accuracy on speeding reports as errors had been made by both HTR and SWAP.

The Working Group questioned the mechanism for challenging data that is unrealistic.

Staff training on speeding continues to try to eradicate it from PCC.

Sport checks / vehicle ID's are now in place for fuel usage.

Non-standard Payments

It has been recognised as an authority wide issue.

HTR have implemented checks and processes to ensure records and monitored.

Seasonal working hours have been successfully trialled in the South and will be introduced to the Mid and North shortly.

Time Recording

Different areas of the HTR service are using different elements of the time recording system.

Checks will be carried out to ensure that the process is fully working.

HR policies are being updated to reflect recent changes to ensure all staff to be aware of what is expected.

Future Actions / Items to be added to the Work Programme:

The next meeting the Working Group will receive a demonstration from an external company helping the Council to map data (GIS).

Also, to receive an update on the AMX system specialist role, as it is a vital role to help support the action plans and implement and monitor changes.

Recommendations to the Governance and Audit Committee:

The SWAP / Service communications and expectations could be improved, and a further Governance and Audit Working Group are looking into this.

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The Working Group felt a lot of improvement had been made but must be monitored and checks must be carried out to stay on top of the changes that have been implemented.