



## Audit and Performance Systems Committee

<b>Report Title</b>	Internal Audit – Adult Social Work Payroll
<b>Lead Officer</b>	David Hughes, Chief Internal Auditor
<b>Report Author (Job Title, Organisation)</b>	David Hughes, Chief Internal Auditor
<b>Report Number</b>	HSCP.18.024
<b>Date of Report</b>	15 March 2018
<b>Date of Meeting</b>	10 April 2018

### 1: Purpose of the Report

A protocol was agreed by the Audit and Performance Systems Committee and Aberdeen City Council's Audit, Risk and Scrutiny Committee regarding sharing the outcomes from Internal Audit work undertaken in the respective organisations following consideration of the outcomes by the "lead" Committee.

The purpose of this report is to present the outcome from the planned audit of Adult Social Work Payroll that was included in the 2017/18 Internal Audit Plan for Aberdeen City Council. The Internal Audit report was considered by the Aberdeen City Council Audit, Risk and Scrutiny Committee in February 2018.

### 2: Summary of Key Information

Adult Services employs staff in day care centres, sheltered housing and care homes, along with out of hours care, criminal justice and mental health. The staffing budget for 2016/17 was £17.1 million, with a planned budget for 2017/18 of £17.3 million. The budget is managed by the Health and Social Care Partnership, via Aberdeen City Council's HR Service Centre (HRSC) and Payroll systems and processes.

The objective of this audit was to consider whether all aspects of payroll administration (new starts, leavers, timesheet completion and authorisation, overtime approval, etc) are adequately controlled.

There are suitable controls over processing the majority of documentation by HR and Payroll, however authorised signatories and processes within the Service need to be reviewed to ensure claims for all payments are adequately supported and treated consistently in line with policy. Issues identified included: insufficient evidence of actual times worked; varying timesheet claim periods; variations in



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whether overtime, additional hours or hours under different contracts (at different rates of pay) were claimed for additional work; and duplicate travel claims.

Whilst errors were identified in payments made to staff, these were generally small in value (under £30), although more significant overpayments (£230 and £1,835) were identified in cases relating to higher duty payments that had not been processed correctly by Payroll. All identified errors are being adjusted.

### 3: Equalities, Financial, Workforce and Other Implications

**Equalities** – An equality impact assessment is not required because the reason for this report is for Committee to discuss, review and comment on the contents of an Internal Audit report and there will be no differential impact, as a result of this report, on people with protected characteristics.

**Financial** – There are no financial implications arising directly from this report.

**Workforce** – There are no workforce implications arising directly from this report.

**Other** – There are no other implications arising directly from this report.

### 4: Management of Risk

**Identified risk(s):** The Internal Audit process considers risks involved in the areas subject to review. Any risk implications identified through the Internal Audit process are as detailed in the resultant report.

**How might the content of this report impact or mitigate the known risks:** Where risks have been identified during the Internal Audit process, recommendations have been made to management in order to mitigate these risks.



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<b>5:</b>	<b>Recommendations</b>
	<p>It is recommended that the Audit and Performance Systems Committee review, discuss and comment on the issues raised within this report.</p>