

Progress update on the Action plans for the Financial Year 2012/13

1	Waste Prevention Programme			
	<i>Recommendations</i>	<i>Responsible Officer</i>	<i>Action</i>	<i>Status of Action</i>
i	To comply with the Data Protection Act, the Waste Strategy Manager should consider the wording on future correspondence between outside Consultants and MRWA to ensure that all data collected can be shared and retained by both parties.	Waste Strategy Manager.	To be considered on a case by case basis as advised by the Authority's Data Controller and (as required) Monitoring Officer. With Immediate Effect.	Implemented.
ii	Targets should be included in a formal plan which should be monitored to ensure all targets are completed within the agreed timescale.	Waste Strategy Manager (Target Setting) Waste Prevention & Sustainability Officer (Monitoring).	Target to be set in annual waste strategy service plan. Monthly monitoring and annual reporting in April 2014. Implemented.	Implemented and ongoing.
iii	Consideration should be given to the following recommendations around the monitoring of website activities:- a) That data in relation to the number of times the individual websites are accessed should be captured on a monthly basis and provided to Senior Management. b) The Waste Strategy Team should analyse the website access activity to determine the effect of advertising campaigns on waste prevention.	PR & Communications Officer. Assistant Waste Strategy Manager.	Detailed monthly monitoring of Recycle for Merseyside & Halton website against agreed data sets from June 2013 and including in quarterly Performance Reports from September 2013. June 2013.	Monthly monitoring of website has been implemented. Information is being provided to the Waste Strategy Manager on a monthly basis. Quarterly performance statistics are reported to Members. Quarterly statistics are being circulated to the Executive Management Board.

iv	Authority Members should be provided with six monthly reports detailing campaigns / monitoring results.	Chief Executive.	17 th June 2013.	Implemented and have moved to quarterly briefings being provided to Members.
v	Prior to the setting of the 2014/15 budget, an evaluation should be undertaken of the Waste Prevention Programme.	Waste Strategy Manager.	Evaluation project scope to be developed in June 2013 and reported on advance of budget setting for 2014/15.	Implemented on 31/01/14.
vi	Budget monitors and e-mails should be retained by the Team to evidence review.	Assistant Waste Strategy Manager.	Ongoing from April 2013.	Implemented and ongoing.
vii	The Waste Strategy Team ensure the Waste Prevention Spreadsheet is kept up to date.	Waste Prevention & Sustainability Officer.	Ongoing from April 2013.	Implemented and ongoing.
viii	The Team should use PID's for all projects and that the responsible officer signs the document.	Waste Strategy Manager.	Ongoing from April 2013.	Implemented.

Progress update on the Action plans for the Financial Year 2013/14

1	Resource Recovery Contract Procurement – Evaluation of Final Bids			
	<i>Recommendations</i>	<i>Responsible Officer</i>	<i>Action</i>	<i>Status of Action</i>
i	For Future tendering arrangements that require Authority approval of the evaluation model / criteria, the final version should be approved by the Authority.	Director of Finance.	Agreed and implemented with immediate effect.	Implemented.
2	Waste Management and Recycling Contract and landfill Contracts – Review of Final Claim 2012/13			

	No recommendations			
3	Financial Systems			
i	The Policy and Procedures review document should be amended and kept up-to-date and all policies and procedures should be reviewed in line with the amended review timetable.	Corporate Services Manager.	Initial review December 2013 then continuous review.	Implemented December 2013. Continuous review process in place.
ii	If an invoice is a duplicate invoice it should be clearly marked as such to avoid being identified as a late payment.	Corporate Services Manager.	Corporate Services to ensure checks are in place and duplicates marked from February 2014.	Implemented April 2014. Financial Services Officer instructed to mark duplicate invoices and the date of receipt.
iii	Credit card holders should check the final monthly reconciliation as a true record of purchases and certify the reconciliation sheet accordingly.	Corporate Services Manager.	Credit cards reconciliation to be reviewed each month. December 2013.	Implemented December 2013.
iv	The two unused bank accounts in the name of MRWA should be closed by the Council's Treasury Management Section.	St Helens Council – Business Support Manager.	Treasury Management to close down the two unused bank accounts. 31 st December 2013.	Closed in November 2013, evidenced by statement of closure dated 6 th November 2013.
v	The format for the interest calculation report should be reviewed and agreed by both parties.	MRWA – Business Support Manager / St Helens Council – Business Support Manager.	The format for the interest calculation report to be reviewed and agreed by both parties.	Implemented.
vi	The SLA should be amended to indicate that the Council now produces the historical cash flow statement.	St Helens Council – Business Support Manager / MRWA – Director of Finance.	SLA to be updated for 2014/15.	Implemented.

Appendix 1

vii	A monthly cash flow forecast should be produced by MRWA and this should be updated to reflected any changes in anticipated cash flows.	MRWA – Business Support Manager / Assistant Contracts Manager.	Consultation to take place with Treasury Management as to the requirements of the cash flow statement. Expected completion date March 2014.	Implemented March 2014.
viii	MRWA to inform the Council's Treasury Management of any amendments to the initial contract payments figure and date by email, no later than the 13 th of each month.	Assistant Contracts Manager.	Implemented during audit.	Implemented August 2013.
ix	MRWA staff should be advised to use the online option to review payslip advices on a timely basis.	Assistant Corporate Services Manager.	Regular updates already provided – ongoing information to be provided.	With immediate effect.
4	Waste Contract Arrangements			
	No recommendations			
5	Capital Programme			
i	Major schemes should be approved by the Authority prior to the procurement process commencing.	Director of Finance.	Agreed on an ongoing basis.	Implemented.
ii	Consideration to be given to amending the selection process for contractors invited to tender in order to include a combination of selection based on assessment of previous work undertaken and random selection.	Waste Facilities Manager.	Agreed November 2013.	Implemented 22 nd April 2014.
iii	Staff procedures be documented to prescribe the process for selecting contractors to be invited to tender / quote.	Waste Facilities Manager.	Agreed November 2013.	Implemented 22 nd April 2014.
iv	A procedure be implemented to ensure that appropriate checks are undertaken to confirm a contractor's financial standing	Waste Facilities Manager.	Agreed November 2013.	Not been completed. A procedure has not yet been implemented as this requires a contractual arrangement to be

	prior to their engagement.			entered into with an external financial company. The possibility of utilising St Helens approved list of contractors is currently being explored.
v	Quality scoring of tender submissions be undertaken by more than one officer.	Waste Facilities Manager.	Agreed on an ongoing basis.	Implemented and ongoing.
vi	Engineer's Instructions should be issued in respect of all material cases of variations / additional works.	Waste Facilities Manager.	Agreed on an ongoing basis.	Implemented and ongoing.
vii	Proof of contractor insurance should be obtained and evidence retained on file.	Waste Facilities Manager.	Agreed on an ongoing basis.	Implemented and ongoing.