



**St. Helens Council**

Schedule of Progress towards the Implementation of Agreed Action Plans

<b>1.</b>	<b>Financial Year – 2015/16</b>			
<b>1.1</b>	<b>Waste Contract Arrangements – Published April 2015</b>			
	<b>Recommendation</b>	<b>Responsible Officer</b>	<b>Action</b>	<b>Status</b>
	No recommendations			
<b>1.2</b>	<b>Veolia Systems and Procedures – Published October 2015</b>			
	<b>Recommendation</b>	<b>Responsible Officer</b>	<b>Action</b>	<b>Status</b>
	<p>The monthly reports provided by the third party contractors must include the MCN1 and weighbridge ticket numbers.</p> <p>To ensure the accuracy of these reports, Veolia should undertake regular cross referencing of these reports to the actual tickets to confirm the accuracy of information being supplied.</p>	Contracts Operation Manager	<p>To be implemented in accordance with the recommendation.</p> <p>November 2015</p>	<p>Process in place. Electronic reports are now made available (google shared folder) in which all MCN's &amp; corresponding weighbridge tickets are provided. This began in Nov 2016. Prior to this manual checks were undertaken at Contractors HQ</p>

				<p>which included a combination of weighbridge tickets and 3<sup>rd</sup> party reports.</p> <p>However, there are still some issues and not all required information is included. But is improving and Veolia responding to feedback from MRWA on quality/content issues.</p>
	Weighbridge tickets should be attached to the relevant MCN1 and both documents retained in date/weighbridge ticket order for future inspection by Veolia staff.	Contracts Operation Manager	<p>To be implemented in accordance with the recommendation.</p> <p>November 2015</p>	The Procedure for ensuring that MCNs are attached to weighbridge tickets and stored centrally is to be implemented by July 2017.
	All third party contractors should either comply with the agreed 10 day tare weight, or tare after every visit.	Contracts Operation Manager	<p>To be implemented in accordance with the recommendation.</p> <p>November 2015</p>	Following this recommendation, Veolia issued an instruction that there are to be no stored tare weights. It has been confirmed that this is in place.

<b>1.3</b>	<b>Waste Disposal Contract – Final Claim 2014/15 - Published October 2015</b>			
	<b>Recommendation</b>	<b>Responsible Officer</b>	<b>Action</b>	<b>Status</b>
	The Waste Data Checklist is amended to include a verification line to be completed by the Contract Operations Manager to evidence checks undertaken.	Contract Operations Manager	To be implemented in accordance with the recommendation.	Implemented at the time of review.
<b>1.4</b>	<b>Financial Systems - Published November 2015</b>			
	<b>Recommendation</b>	<b>Responsible Officer</b>	<b>Action</b>	<b>Status</b>
	All charge card transactions should be supported by appropriate evidence of purchase.	Corporate Services Manager	Ordering Procedure will be circulated to all staff on the 20th December 2015, to ensure compliance with Section 4 of the procedure which requires all charge card transactions be supported by appropriate evidence of purchase.  20 <sup>th</sup> December 2015	Ordering Procedure was circulated to all staff on 20 <sup>th</sup> December 2015.  Proof of Purchase for all charge card transactions are given and retained as evidence of purchase.
	Consideration should be given to amending the current SLA to accurately reflect the responsibilities of both parties, with regard to Treasury Management	Director of Finance	The SLA will be reviewed and updated to ensure the contract accurately reflects the responsibilities of both the Authority and St Helens Council  30 <sup>th</sup> April 2016	This was reviewed by both parties prior to the 2016/17 SLA being finalised. The 2017/18 SLA will also reflect the changes

<b>2.</b>	<b>Financial Year - 2016/17</b>			
<b>2.1</b>	<b>Corporate Governance - Published November 2016</b>			
	<b>Recommendation</b>	<b>Responsible Officer</b>	<b>Action</b>	<b>Status</b>
	The Code of Corporate Governance should be reviewed and updated to reflect changes made in the CIPFA/SOLACE Delivering Good Governance 2016 document.	Corporate Services Manager	CIPFA/SOLACE updated to be applied as required to the annual assessment for 2016/17 and onwards  April 2017	The Code of Corporate Governance has been reviewed and updated and applied to the annual assessment for 2016/17 onwards. Report being taken to Authority on 21 <sup>st</sup> April 2017 for approval.
<b>2.2</b>	<b>Recycling Credits - Published January 2017</b>			
	<b>Recommendation</b>	<b>Responsible Officer</b>	<b>Action</b>	<b>Status</b>
	No recommendations			
<b>2.3</b>	<b>Waste Contract Arrangements - Published March 2017</b>			
	<b>Recommendation</b>	<b>Responsible Officer</b>	<b>Action</b>	<b>Status</b>
	No recommendations			