

Procurement Card Audit – Management Response from the Council and PSPS

Management Assurance

PSPS were asked by the S151 Officer to review the current Procurement card (P-card) process, to ensure P-card Holders and their approving Managers were compliant with the Councils' Financial Regulations and the Procurement Card Policy. They also took the opportunity to improve the Procurement Card function by implementing an upgraded P-card system across the Partnership.

The P-card team were responsible for dip sampling the transactions after it had been submitted by the cardholders and then authorised by the managers.

The new system go live date was 20th Feb which now includes the automated reminders and removal of manual sign off.

Whereby noncompliance has been noted on the review of transaction the relevant parties have been notified per revised escalation above.

Compliance

P-card Holders and their approving Managers across the Partnership were required to complete mandatory P-card training by 31st January 2024. Any P-card Holders that failed to attend the training have had their cards suspended. Any approving Managers that failed to attend the training have been removed as approving Managers.

P-card Holders are required to sign off the P-card Terms of Use and approving Managers are required to sign off the Authorising Manager Responsibility Agreement and return to the PSPS P-Card Team by 31st March 2024. Any non-compliance by the deadline will result in the P-card or approving role being removed.

New process

The upgraded P-card system launched on 20th February 2024 across the Partnership.

The new system has improved functionality for users, including a mobile app with immediate receipt uploading facilities; automation of reminder emails for P-card Holders and approving Managers; and the capability to view statements online.

The S151 Officer has instructed that the PSPS P-card Team refer any non-compliance to Assistant Directors and the S151 Officer going forwards.

The new process and system is self-serve for P-card Holders and Managers. Full training has been provided and is mandatory for all P-card Holders and their approving Managers.

In particular, P-card Holders and approving Managers have been reminded of their responsibilities and that they must ensure that all reasonable steps have been taken to prevent damage, loss, or misuse as well as compliance with the Council's policy and Financial Regulations.

P-card Holders must upload receipts, add a description of what has been purchased, allocate the costs of the purchase to a valid expenditure code, and allocate, where appropriate, the VAT paid.

Approving Managers must ensure that all spend is compliant and that descriptions and receipts are present before authorising. Persistent failure to update transactions may lead to a P-card being withdrawn by the Manager.

Appendix 4

Summary

There is retrospective assurance in place for transactions from April 2022 to February 2024 when the system upgrade was implemented.

There is a new process and system in place from February 2024 which is fully electronic and is monitored by the PSPS P-Card Team. This process builds in various layers of assurance to ensure compliance with policy and procedure.

Non-compliance will be notified to the AD and S151 Officer and will potentially result in a P-card being removed.

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