

Appendix 1

Actions with a completion date up to May 2022 which have yet to be completed

Finding	Action	Action owner & Service	Date(s)	Current status	Internal Audit Opinion
20-04 - Contracting Action Point : 1b - Importance: Medium Audit Committee Date: December 2021 There is no scheme of delegation from the Chief Operating Officer to anyone to enter into a contract on their behalf.	The Chief Operating Officer should make arrangements to prepare a Scheme of Delegation to officers that they authorise to enter contracts on their behalf.	S MacKenzie, Head of Finance	March 2022 June 2022	These actions are now due for completion by the end of June.	Accept
20-04 - Contracting Action Point : 1c - Importance: Medium Audit Committee Date: December 2021 There is no scheme of delegation from the Chief Executive to anyone to enter into a contract on their behalf.	The Chief Executive should make arrangements to prepare a Scheme of Delegation to any officers should they wish to authorise anybody to enter contracts on their behalf.	S MacKenzie, Head of Finance	March 2022 June 2022	See action 1b above	Accept

<p>20-04 - Contracting</p> <p>Action Point : 1d - Importance: Medium Audit Committee Date: December 2021</p> <p>There is no Scheme of Delegation or other written evidence that the Chief Executive, the Chief Operating Officer or any Executive Director has delegated authority to any Perth & Kinross Health and Social Care Partnership officer to enter into a contract on behalf of PKC.</p>	<p>The HSCP's Chief Officer/Director should make arrangements to prepare a Scheme of Delegation to any officers should they wish to authorise anybody to enter contracts on their behalf</p>	<p>J Pepper, Chief Officer, HSCP</p>	<p>March 2022 June 2022</p>	<p>This action was agreed prior to the appointment of the new Chief Officer and will now be implemented in June 2022.</p>	<p>Accept</p>
<p>20-04 - Contracting</p> <p>Action Point : 2b - Importance: Medium Audit Committee Date: December 2021</p> <p>The Chief Operating Officer is the only Corporate & Democratic Services officer recorded as authorised to enter into a contract/SLA on the Authorised Signatories</p>	<p>The Chief Operating Officer should make arrangements to update the Authorised Signatories Database with officers that they authorise to enter contracts on their behalf.</p>	<p>S MacKenzie, Head of Finance</p>	<p>March 2022 June 2022</p>	<p>See Action 1b above</p>	<p>Accept</p>

Database.					
<p>20-04 - Contracting</p> <p>Action Point : 2c - Importance: Medium Audit Committee Date: December 2021</p> <p>No HSCP officer is recorded as authorised to enter into a contract/SLA on behalf of PKC in the Authorised Signatories Database (ASD).</p>	<p>The HSCP Chief Officer/Director should make arrangements to update the ASD for themselves and officers that they authorise to enter contracts on their behalf.</p>	<p>J Pepper, Chief Officer, HSCP</p>	<p>March 2022 June 2022</p>	<p>See Action 1d above</p>	<p>Accept</p>
<p>20-04 - Contracting</p> <p>Action Point : 3 - Importance: Medium Audit Committee Date: December 2021</p> <p>For the contracts tested for the 2019/20 audit, there is no evidence that the Authorised Officer - taken to be the officer who awarded the contract, the officer who signed the award letter - formally identified a Contract Manager. Since then, the Contract Strategy document, which should be</p>	<p>The Corporate Procurement team should agree with Services what the process(es) should be for an Authorised Officer for a contract to formally identify a Contract Manager for the contract, to comply with the Contract Rules. Processes should be agreed for all contract values, not just for those of £50k or over. These processes should also cover when a Contract</p>	<p>S MacKenzie, Head of Finance</p>	<p>March 2022 June 2022</p>	<p>See action 1b above</p>	<p>Accept</p>

prepared for contracts with a value of £50,000 or above, has been updated to include a box for the identification of a Contract Manager. The Contract Strategy is approved by the Head of Service	Manager changes over the lifetime of the project.				
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