

CYPD: Children in Need Emergency Payments – Summary of Recommendations & Client Response

Rep Ref	Recommendation	Priority Level	Client Comments	Implementation Timescale
5.2	<p>The review of the petty cash procedures should be completed and procedures should be updated to reflect the current system in place. The procedures should include Head of Branch approval and guidelines on the goods and services that can be purchased, including the rule that cash payments should only be issued in exceptional circumstances as detailed in Section 17 of the Children's Act of 1989.</p> <p>Once the procedures have been updated and approved, all relevant staff at all of the localities should be made aware of the procedures which should be complied with at all times.</p>	High	<p>A short life working group is to be established in order to work through the updates required to the procedure, August 2012.</p> <p>Recommendations from the Group are to be put to the Social Care Branch Management Team in September 2012 for agreement.</p> <p>The updated procedure is to be re-issued and supported via staff briefing sessions, October 2012.</p>	November 2012
5.3	<p>The PB11A forms should be completed appropriately including the ICS number allocated to the child, before a payment is approved and issued.</p>	Medium	<p>The requirements for completing PB11's in full are to be restated to Operational Support Staff and Social Workers, August 2012.</p> <p>The requirement to complete PB11's correctly will be part of the review of the Procedure to be agreed by the Social Care Branch Management Team, September 2012.</p> <p>The requirement to complete PB11's will be included in the updated procedure to be re-issued and supported via staff briefing sessions, October 2012.</p>	November 2012

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5.4	A receipt should be obtained and held on file for the total value of the payment issued. If a receipt has not been obtained the reason should be documented appropriately.	High	<p>The requirement to produce receipts is to be restated to Operational Support Staff and Social Workers, August 2012.</p> <p>The requirement to produce receipts will be part of the review of the Procedure to be agreed by the Social Care Branch Management Team, September 2012.</p> <p>The requirement to produce receipts will be included in the updated procedure to be re-issued and supported via staff briefing sessions, October 2012.</p>	November 2012
5.5	The authorised signatory list should be updated to include the members of staff permitted to authorise PB11A forms and petty cash payments. The documented procedures should reflect the details on the updated authorised signatory list.	Low	<p>Authorised signatory lists are to be updated in order to include authorisation for signing PB11's and use of petty cash. This will form part of the updated procedures to be briefed to staff in October 2012.</p>	November 2012

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5.6	<ul style="list-style-type: none"> i) All PB11A forms should be authorised and dated before a payment is issued. ii) HOB documents should be completed appropriately including the name of the approving Head of Branch. iii) The procedures should be updated to include the level above which a HOB should be obtained. All localities should adhere to the correct procedure for HOB approval. See 5.2. iv) Access, alteration and approval of the HOB document should be limited to authorised staff. 	High	<p>The requirements for completing PB11's and HOB's in full are to be restated to Operational Support Staff and Social Workers, August 2012.</p> <p>The requirement to complete PB11's and HOBs correctly will be part of the review of the Procedure to be agreed by the Social Care Branch Management Team, September 2012.</p> <p>These requirements are to be included in the updated procedure to be re-issued and supported via staff briefing sessions, October 2012.</p> <p>The use of a revised HOB Form with write protection to be explored and developed, September 2012.</p>	November 2012

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5.7	The parent/carer should sign and date the PB11A form to confirm a payment has been received.	High	<p>The requirements for parents and carers to sign and date PB11's to confirm receipt of payment is to be restated to Operational Support Staff and Social Workers, August 2012.</p> <p>The requirement for parents and carers to sign and date PB11's to confirm receipt of payment will be part of the review of the Procedure to be agreed by the Social Care Branch Management Team, September 2012.</p> <p>These requirements are to be included in the updated procedure to be re-issued and supported via staff briefing sessions, October 2012.</p>	November 2012

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5.8	<p>Emergency cash payments should be monitored and action taken as appropriate Evidence of monitoring should be held on file to confirm.</p> <p>Consideration should be given to allocating a separate code for emergency cash payments.</p>	High	Emergency Cash Payments will be monitored by the Budget Holders and Children's Services Finance Section and held on File, September 2012.	November 2012
5.9	<p>Cash should be held in a safe which is locked when not in use. Access should be limited to authorised staff.</p> <p>Consideration should be given to reducing the number of staff authorised to issue payments.</p>	High	A safe is be purchased in order that cash is secured in the office, July 2012.	July 2012
5.10	<p>The Planning and Resources Branch should liaise with the Accountancy Section to discuss updating the annual petty cash return document to ensure that it includes the requirement to record the bank balance.</p> <p>Furthermore, the £272.72 interest identified as the variance for one locality should be clarified as to what action should be taken.</p> <p>The discrepancy highlighted on the petty cash return for one locality should be investigated and resolved. Internal audit should be informed of the outcome.</p>	High	The Children's Services Finance Section will liaise with accountancy to ensure that discrepancies found in imprest bank accounts are resolved and that interest is not paid on accounts, September 2012.	November 2012