

## List of Officers and Issues -June 2015

Development, Enterprise & Communities									
Officer/Grade	Findings	Total number of adjustments during the testing period (June)	Total number of errors identified	start / finish time	lunch deducted	authorised	Detail	Issues	Action Taken
Officer 1	Incomplete audit trail - lack of start & finish times recorded	2	1						Officer has left.
	Incomplete audit trail - No record of adjustment		1				7.06 hours claimed		
Officer 2	Incomplete audit trail - lack of start & finish times recorded	6	6	No	?	Yes	Blocks of time claimed 4.50 / 5.49	1 Officer not completing records in full 2 Manager accepting lack of detail Flexi controller lack of challenge	3 Manager and flexi controller met with Director and HR Advisor. Training issue identified with new manager and new employee Resolved
Officer 3	Adjustments not authorised	6	6	Yes	Yes	No	Lack of seperation of duties. Adjustments emailed directly to flexi controller	1 Officer not seeking appropriate authorisations 2 Flexi controller lack of challenge re authorisations	Officer and flexi controller reminded of rules.
Officer 4	Adjustments not authorised /flexi controller misplaced records	6	6	Yes	Yes	No	No authorisations supplied by flexi controller	1 Authorisations not supplied 2 Flexi controller failing to keep adequate records	Flexi controller error
	Times claimed outside of bandwidth		2	Yes	n/a	No	Times claimed 8.35pm & 9.30pm	1 Authorisations not supplied 2 Flexi controller lack of challenge re times claimed	retrospective authorisation
	Flexi controller input errors		1	Yes	yes	No	time claimed 9.30 / input 8.45. Underclaim	1 Flexi controller input error 2 Officer lack of challenge	Data input error
Officer 5	Lunch not deducted		1	Yes	Yes	Yes	times incorrectly input - overclaim of 30 mins	1 Flexi controller input error 2 Officer lack of challenge	Data input error
	Flexi controller input errors	5	2	Yes	n/a	yes	Times input on incorrect days	1 Flexi controller input error 2 Officer lack of challenge	Data input error
Officer 6	Flexi controller input errors / flexi controller misplaced records	7	1	Yes	yes	yes	Times input on incorrect days	1 Flexi controller input error 2 Officer lack of challenge 3 Flexi controller failing to keep adequate records	Data input error
Officer 7	Adjustments not authorised	9	9	No	???	No	Adjustments emailed directly to flexi controller	1 Officer not seeking appropriate authorisations 2 Flexi controller lack of challenge re authorisations	Retrospectively approved
	Flexi controller no records for this adjustment		3	yes	yes	No	30 hrs 30 mins claimed	1 Flexi controller failing to keep adequate records	Data input erroe
	Flexi controller input errors		1	yes	yes	no	1hr 12 input error (over)	1 Officer not seeking appropriate authorisations 2 Flexi controller input error 3 Officer lack of challenge	Data input error
Officer 8	Lunch not deducted.	1	1	yes	no	yes	officer clocked out at 12.20. Adjustment from 12.20. Officer worked 8 hours 28mins without break	1 Manager lack of challenge 2 Flexi controller lack of challenge.	Officer reminded that they must take a lunch break
Officer 9	Authorised own adjustments	2	2	yes	n/a	no	lack of seperation of duties - officer authorised own adjustments	1 Officer not seeking appropriate authorisations 2 Flexi controller lack of challenge re authorisations	Officer and flexi controller guidance issued
Officer 10	Lunch not deducted / flexi controller input error	4	1	yes	no	yes	11 hrs 50 mins claimed - no lunch deduction. Times input on incorrect day.	1 Flexi controller input error 2 Officer lack of challenge	Data input error
	Authorised own adjustments	9	9	yes	n/a	no	No authorisations supplied by flexi controller	1 Flexi controller lack of challenge re authorisations or flexi controller failing to keep adequate records	Flexi controller error
	Times claimed outside of bandwidth		2	yes	n/a	no	Times claimed 9.15pm	1 Authorisations unclear 2 Flexi controller lack of challenge re times claimed	Officer reminded that time claimed outside band width is TOIL
Officer 11	Non compliance with corporate standards / procedures	1	1	no	no	no	Officer confirmed he does not use system. Officer had debit balance of 103 hours, adjustment of 144 hours entered leaving officer 33 hours in credit. Supporting records not available.	1 Officer failing to adhere to corporate standards / procedures 2 Flexi controller lack of challenge	Officer disciplined for offences and flexi guidance reissued

Officer 12	Non compliance with corporate standards / procedures	12	12	no	no	yes	Adjustments not recorded on corporate adjustment sheet	1 Officer failing to adhere to corporate standards / procedures 2 Lack of manager challenge 3 Flexi controller lack of challenge	Officer disciplined for offences and flexi guidance reissued
			2				Days with no entries / no explanation	1 Officer failing to adhere to corporate standards / procedures 2 Lack of manager challenge 3 Flexi controller lack of challenge	
			9				Adjustments with no explanations	1 Officer failing to adhere to corporate standards / procedures 2 Lack of manager challenge 3 Flexi controller lack of challenge	
			12				Adjustments for month of June only entered 16-11-15	1 Officer failing to adhere to corporate standards / procedures 2 Lack of manager challenge 3 Flexi controller lack of challenge	
			12				Excessive debit balance -17.57 (-305 at end Dec - no adjustments since 8-10-15)	1 Officer failing to adhere to corporate standards / procedures 2 Lack of manager challenge 3 Flexi controller lack of challenge	
	Total number of issues identified over 4 week period	70	103						

Environmental Health									
Officer	Findings	Total number of adjustments during the testing period (June)	Total number of errors identified	start / finish time	lunch deducted	authorised	Detail	Issues	
Officer 13	Flexi controller input errors	6	3	yes	yes	yes	Times input on incorrect days Sat / Sun adjustments entered onto week days	1 Flexi controller input error 2 Officer lack of challenge	Data input error
	Adjustments unclear / times do not correspond to flexi system		1	yes	yes	yes	1hour 20 claimed / already clocked in on system	1 Officer error 2 Lack of Manager challenge 3 Flexi Controller lack of challenge	error amended
Officer 14	Lack of supporting evidence	1	1	no	?	yes	Unable to verify - lack of start & finish times recorded / adjustments unclear / flexi system records 8.43 worked and a further 12.50 claimed for health and wellbeing activities - lack of supporting evidence	1 Officer not completing records in full 2 Manager (KH) accepting lack of detail 3 Flexi controller lack of challenge	Evidence produced
Officer 15	Times claimed outside of bandwidth	10	8	yes	n/a	yes	officer claiming time ranging from 6.55 to 7.20 on occasions	1 Lack of Manager challenge 2 Flexi Controller lack of challenge	Officer reminded to claim TOIL outside bandwidth
Officer 16	Lunch not deducted	6	1	yes	no	yes	officer claimed 8.12 - 15.30 no lunch break	1 Manager lack of challenge 2 Flexi controller lack of challenge.	Officer reminded to take break after working 6 hrs
Officer 17	Hours incorrectly calculated	2	1	yes	yes	yes	hours recorded manually rather than using spreadsheet formulas	1 Manager lack of challenge 2 Flexi controller lack of challenge.	
Officer 18	Adjustment authorised by lower grade officer	3	3	yes	yes	no	adjustment not approved by line manager	1 Manager error 2 Flexi controller lack of challenge	officer reminded of flexi rules
Officer 19	Hours incorrectly calculated	2	1	yes	n/a	yes	hours recorded manually rather than using spreadsheet formulas	1 Manager lack of challenge 2 Flexi controller lack of challenge.	amended retrospectively
Officer 20	Non compliance with corporate standards / procedures	0	1				Days with no entries / no explanation	1 Officer failing to adhere to corporate standards / procedures 2 Lack of manager challenge 3 Flexi controller lack of challenge	Officer had holidays credited to flexi balance to assess negative balance
			1				Excessive debit balance -14.15 at 1-6-15 -24.12 hours at 26-6-15	1 Officer failing to adhere to corporate standards / procedures 2 Lack of manager challenge 3 Flexi controller lack of challenge	
			1				No smoking breaks recorded throughout June / Evidence of smoking breaks on system in recent months	1 Officer failing to adhere to corporate standards / procedures 2 Lack of manager challenge 3 Flexi controller lack of challenge	
Officer 21	Non compliance with corporate standards / procedures	3	1				Excessive debit balance -14.04 at 1-6-15 -20.57 hours at 26-6-15	1 Officer failing to adhere to corporate standards / procedures 2 Lack of manager challenge 3 Flexi controller lack of challenge	Officer removed form flexi scheme-officer left the employment of the Council.

Total number of issues identified over 4 week period

33

23

