

**GMCA Audit Committee**

Date: 30 November 2021

Subject: Audit Action Follow up

Report of: Steve Wilson, GMCA Treasurer  
Andrew Lightfoot, Deputy Chief Executive

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**PURPOSE OF REPORT**

This report advises Audit Committee of the progress to date in implementing outstanding audit actions.

**RECOMMENDATIONS:**

Members are asked to note the report

**CONTACT OFFICERS:**

Andrew Lightfoot, Deputy Chief Executive  
Steve Wilson, GMCA Treasurer

**Equalities Impact, Carbon and Sustainability Assessment:**

N/A

**Risk Management**

N/A

**Legal Considerations**

N/A

**Financial Consequences - Capital**

N/A

**Financial Consequences - Revenue**

N/A

Number of attachments included in the report:

**BACKGROUND PAPERS:**

N/A

<b>TRACKING/PROCESS</b>		
Does this report relate to a major strategic decision, as set out in the GMCA Constitution		No
<b>EXEMPTION FROM CALL IN</b>		
Are there any aspects in this report which means it should be considered to be exempt from call in by the relevant Scrutiny Committee on the grounds of urgency?		No
TfGMC	Overview & Scrutiny Committee	
N/A	N/A	

## **1. Introduction**

- 1.1 This report provides an overview on the latest position of audit actions that have been outstanding for more than 6 months.

## **2. Background**

- 2.1 There are a number of audit actions outstanding from the Employee Expenses and Car Mileage audits undertaken in July 2019 and June 2020 respectively. Whilst separate audits, the actions are linked insofar that they both identified that revised Expenses and Car Mileage Policies should be put in place and that then subsequently that reporting of spend should be implemented. The expenses audit also identified that the processes for reclaiming VAT on expenses should be reviewed.

- 2.2 The current status for these findings is as follows:

### **(i) Policy Development**

Original target date: June 2020

Responsible Officer: Penny Wright, Payroll and Pensions Manager

This activity is partially completed. For non-uniformed staff, the green/red book "GMCA Travel, Mileage and Expenses Policy" was launched in January 2021 and is published on the intranet.

The corresponding Grey / Gold book policy was launched on the 11th May 2021 however it was subsequently withdrawn due to an issue over insurance cover for those on detached duties. The Insurance Cover for detached duties has now been purchased and the policy has been revised to reflect the latest position.

The revised document has been submitted to GMFRS Exec Board for approval on the 29<sup>th</sup> November and if approved will then be republished.

### **(ii) Spend reporting**

Original target date: September 2020

Responsible Officer: Penny Wright, Payroll and Pensions Manager

Both the Expenses and Car Mileage audits contained actions relating to implementing regular reporting, relating to spend, for review by management. A quarterly report has been developed to report on detached mileage, expenses and mileage.

Reporting on the GMFRS expenses and travel claims has commenced with reports provided to the Chief Fire Officer. These reports will now form part of the quarterly performance reporting to GMFRS Performance Board in.

Reporting through to the GMCA Senior Leadership will commence in November 2021.

**(iii) VAT**

Original target date: March 2020

Responsible Officer: Penny Wright, Payroll and Pensions Manager

In the expenses audit it was identified that GMCA do not routinely claim VAT back on expenses due to the fact that historically there was insufficient supporting evidence from expense claims to do so.

Following the introduction of the on-line expenses system the payroll and finance teams will now work to establish a process for facilitating VAT reclaims.

The action was agreed that the proposed process for reclaiming VAT will be reviewed once the policies for claiming expenses had been finalised. This will be completed by end of March 2022.

**3. Recommendations**

3.1 The Audit Committee is asked to note the contents of the report