Details on those recommendations outstanding
Status – all Amber (Ongoing with deadline missed)

Social Care, Health and Housing

Housing Repairs Commissioning

Recommendation R1: Housing Repairs expenditure in QL and SAP should be regularly reconciled.

Rationale for Recommendation:
There is no reconciliation between Housing Repairs expenditure in QL and SAP.
 	
Actions to resolve this are defined within an invoice review process. Three specific objectives are to be achieved:
   1) A robust interface between the SAP system and the QL system, so that these systems effectively function as one system within the Invoice Process.
   2) A business process that includes pre-payment on account (subject to reconciliation) related to invoicing where work supplied is goods receipted and approved for payment, concurrent with the contractors process to provide an invoice for payment.
   3) Updated procedures which define management accountability, including delegation of task related authority, to ensure that a robust reconciliation of Repairs works to invoices takes place.

Target Dates: End September 2014 End March 2015 (revised) End June 2015 (revised) October 2015 (revised, self billing)
Current Position and Explanation for Slippage: The QL/SAP interface is in place and has been working since the beginning of March. From this date new order information held on SAP and QL should mirror and be up to date. A reconciliation test between SAP and QL will be taking place in June against Q1 orders raised. The Q2 reconciliation will be a much more accurate update as a number of finance codes are being changed and extensive data cleansing is taking place to ensure data integrity and reports are at the highest standard going forward.   It is critical that the data cleansing is completed by the QL team and the Finance Team run a comprehensive reconciliation.   Finance will endeavour to reconcile QL/SAP by the end of June, subject to any issues arising from the reconciliation process. The project has delivered a much more robust method of managing the order process and has identified many business as usual process improvements that needed to be made, not only to support implementation but provide a much more transparent audit trail. The implementation of self billing which forms part of this project will greater still improve process efficiency and a rollout plan for the 3 largest volume contractors is in place for delivery by the end of October. For those contractors not on the QL/SAP link, a manual reconciliation on QL and invoices paid from SAP should be possible. This is dependent on users entering the correct codes on the system. The codes list has been reissued to all users and managers are ensuring that operationally they are all aware of this and the repercussions were they not to code correctly.

End May 2015 Position   1
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