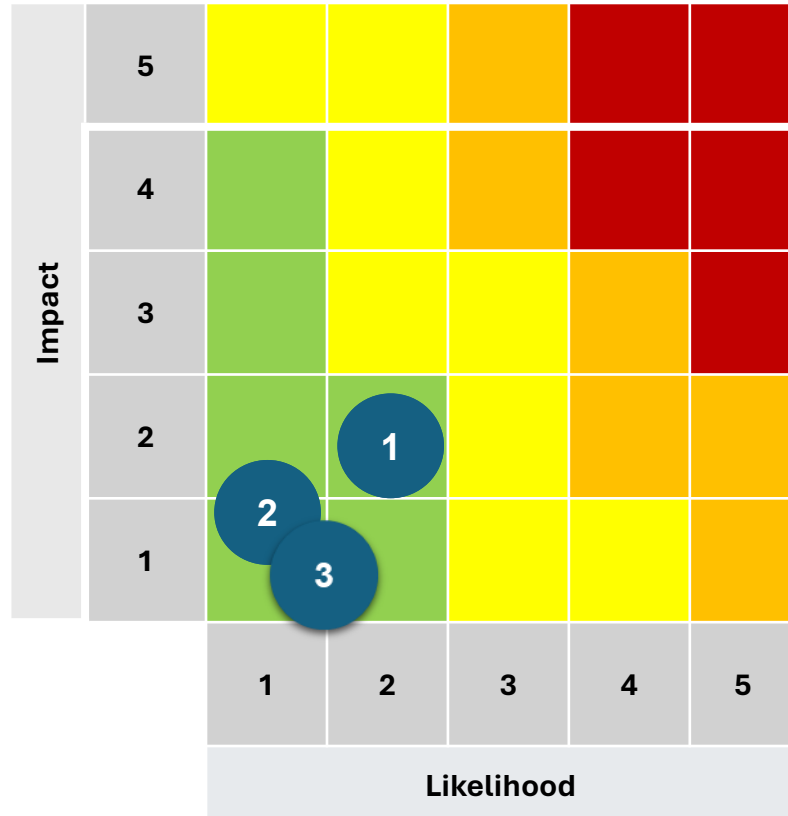


APPENDIX E

Recruitment (Talent Attraction) and Retention



1

To ensure that effective strategies and delivery plans are in place and monitored for attracting and retaining the best quality staff.

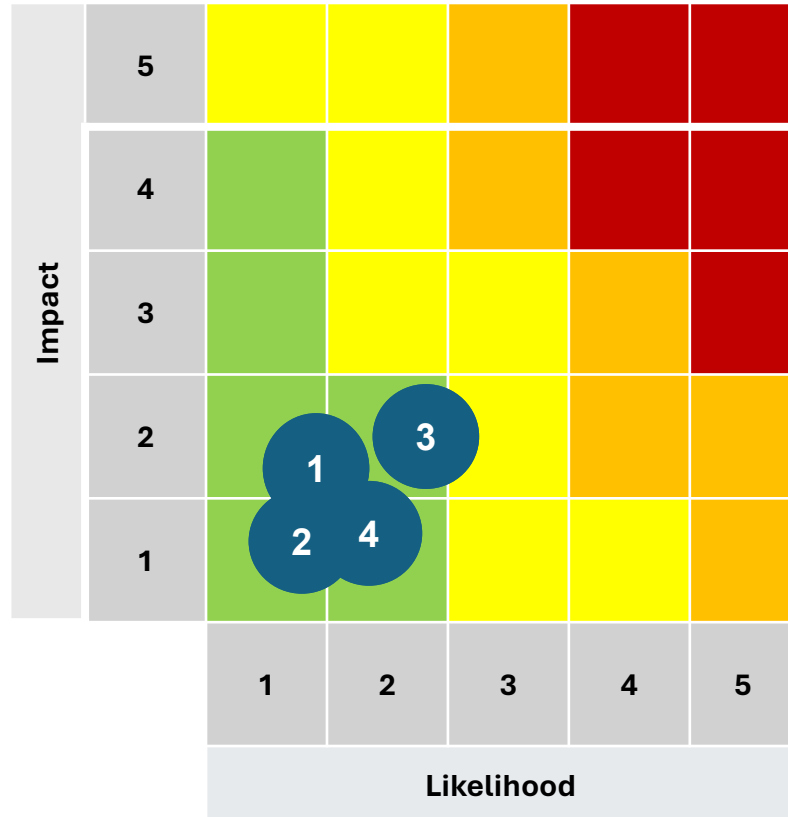
2

To ensure that processes are in place to facilitate recruitment of the right staff at the right time.

3

To ensure that there are effective recruitment policies and procedures in place which are timely, fair and safe (complete records, checks done etc).

Accounts Payable



- 1
- 2
- 3
- 4

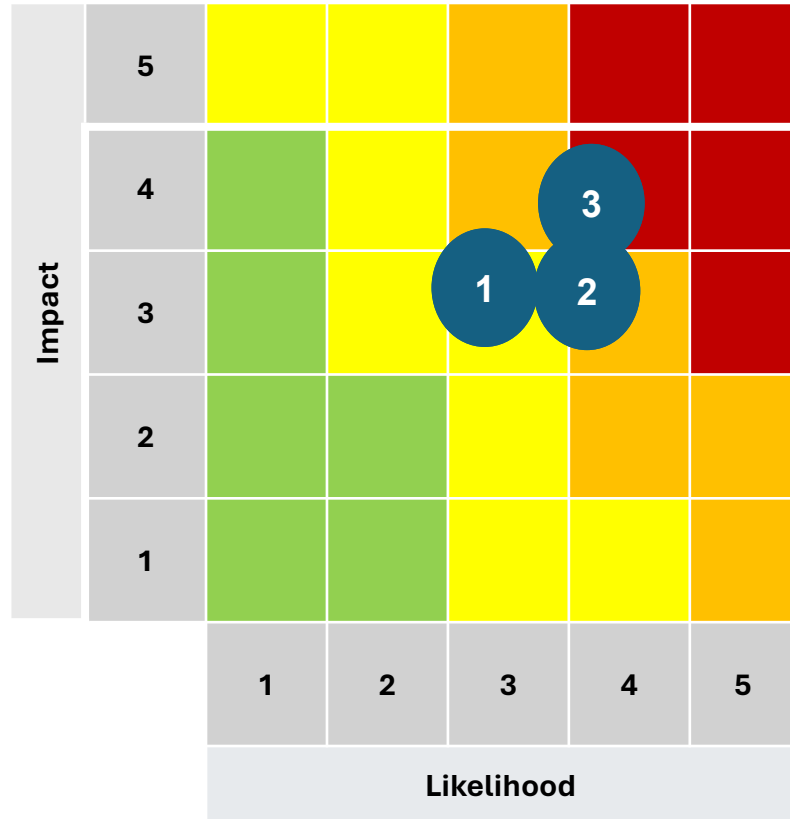
To ensure that the supplier database is effectively managed / maintained.

To ensure that payments are processed promptly, accurately and only once.

To ensure that payments are only made where there is a corresponding purchase order, or an appropriately completed AP1/AP2 form.

To ensure that there are controls in place to validate the payments run details with the actual payments due to be paid.

Personal Budgets (Direct Payments)



1

To ensure that there are effective controls and procedures in place, covering the financial administration of Personal Budgets and Direct Payments which are compliant with legislation.

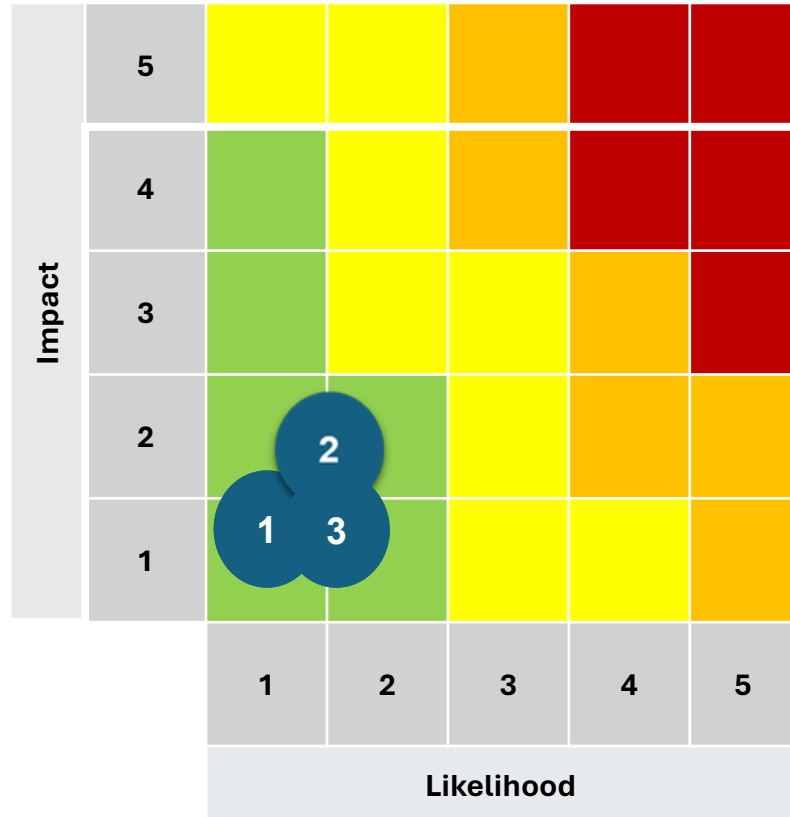
2

To ensure that care packages have been allocated an appropriate personal budget after completion of a needs assessments, which confirms eligibility for funding.

3

To ensure that there are effective controls in place covering the setting- up, payment, use and monitoring of Direct Payments for clients with an Education, Health and Social Care Plan.

Separated Children (UASC)



1

To ensure that the Council has maintained a policy and associated procedures, in accordance with applicable legislation, for the provision of services and financial support to Separated Children (UASC) and relevant care leavers.

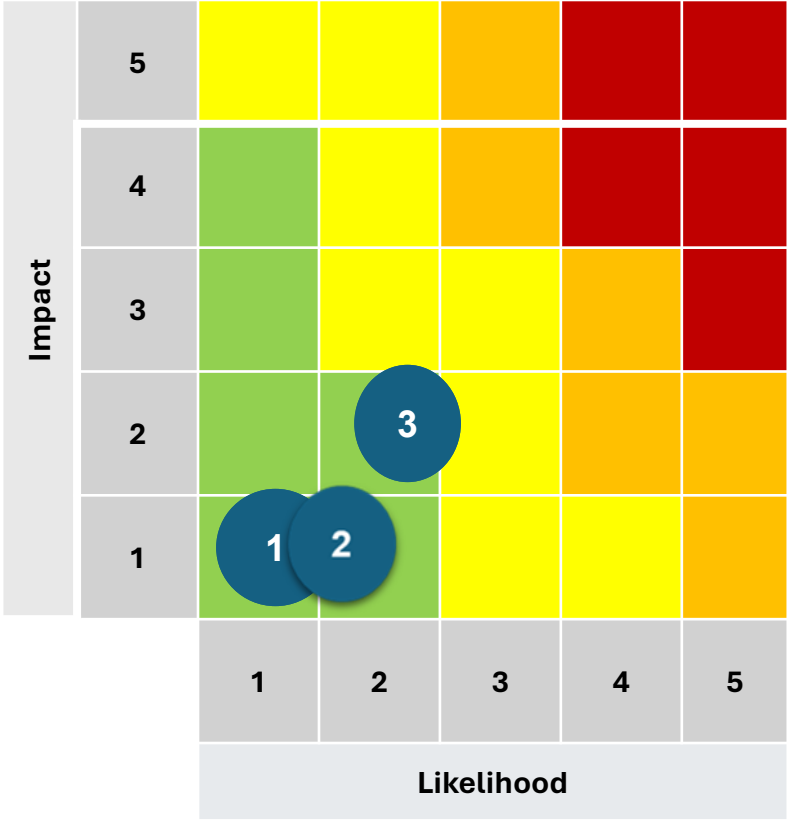
2

To ensure that there are effective procedures for the administration of allowances and other support payments, and to confirm payments are made in accordance with policies and relevant rates.

3

To ensure that effective finance procedures are in place for budget management and forecasting, and to claim funding due from the Home Office in accordance with the Funding Instructions and specified rates.

Purchase of Residential and Nursing Care Provision



1

1) To ensure that the Council has established a policy and associated procedures covering the provision of residential care which meet the requirements of the Care Act 2014.

2

2) To ensure there are effective procedures for identifying placement choices, recording the decision of the Good Practice Forum (GPF) together with the rationale for the decision.

3

3) To ensure that there are effective procedures in place for the management of residential placements so that bed availability is maximised and value for money is achieved with placement decisions.