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**Customer and Corporate Services Scrutiny  
Management Committee**

**14 January 2019**

Report of the Assistant Director – Legal & Governance

**CYC Overtime 2017-18 Internal Audit Cover Report**

**Summary**

1. This report provides information on the findings of an internal audit into overtime within the Waste Services of the Economy and Place Directorate (Annex A).

**Background**

2. Overtime is regularly included in the internal audit plan and the focus has varied between service areas and directorates. Following discussions between Veritau and CYC's Corporate Director of Economy and Place it was agreed that Waste Services would be the focus of audit.
3. Waste Services crews record the number of hours worked on a daily basis and claim overtime at the end of the week if the number of hours worked during the week exceeds 37 hours. The number of hours of overtime claimed during 2017/18 in Waste Services was approximately 5,800.
4. Key findings from the internal audit report into overtime within Waste Services was that adequate explanations were not being provided to support overtime claims and that in several instances staff were claiming 7.4 hours overtime for working on bank holidays even though the waste collection round actually took less time than the 7.4 hours they were claiming, meaning they were claiming overtime for hours that were not worked.
5. The audit report was considered at a meeting of the Audit and Governance Committee in early December 2018 when Members agreed that this issue should be the subject of closer scrutiny and agreed to refer the matter to CSMC.

## **Consultation**

6. Consultation was not relevant in the preparation of this report.

## **Options**

7. Having considered the information in this report and its annex Members can agreed to receive more detailed information into overtime within Waste Services, or not.

## **Analysis**

8. There is no analysis in this report.

## **Council Plan**

9. The work of internal audit helps support the overall aims and priorities of the Council Plan by promoting integrity and accountability and by helping to make the Council a more effective organisation.

## **Implications**

10. Financial implications are included in the Internal Audit Report at Annex A.

There are no implications within this report in relation to:

- Human Resources (HR)
- Equalities
- Legal
- Crime and Disorder
- Information Technology (IT)
- Property
- Other

## **Risk Management**

11. A number of risks are identified in the Internal Audit Report at Annex A.

## Recommendation

12. After considering the information in this report and its annex Members are asked to comment on the findings of the internal audit report and agree what, if any, further information the Committee requires.

Reason: To enable members to consider the findings and implications of the audit

## Contact Details

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Report Approved ☒ Date 18/12/2018

Wards Affected:

All ☒

For further information please contact the author of the report

Background Papers:

Annexes

Annex A – Overtime 2017-18 CYC Internal Audit Report