Value for Money study – Mobile Phones

Committee: Audit and Standards

Date of meeting: 22 March 2013
Date of report: 30 January 2013

Report by Assistant Chief Executive (Business Support)

1. Object of report

To advise the committee on the findings of a Value for Money study of mobile phones. This engagement is included in the annual Audit Plan for 2012/13.

2. Background

SPT provides a mobile phone to staff where a genuine business case exists and an application is authorised by a Director. This communication tool supports staff operating out of the office as part of lone working arrangements (i.e. vehicle examiners, service compliance inspectors, etc.). In 2011/12, spend on mobile phone communication was £17k.

The objective of this audit engagement was to identify and assess the adequacy of internal controls in relation to access, monitoring and reporting of mobile phone usage and analyse and evaluate summary data in the context of economy, efficiency and effectiveness of resource allocation.

This audit engagement tested elements of the internal controls and mitigation against SPT 22 Governance arrangements, as identified in the Corporate Risk Register.

3. Outline of findings

Policy and guidance on the purchase and usage of mobile phones requires review and to be communicated to all stakeholders.

SPT has a contract for mobile phone communications (calls/texts/data) on a ‘pay-as-you-go’ (PAYG) basis. Mobile phone handsets are purchased separately. Audit work analysed spend and benchmarked the current arrangements to current business rate contracts. The findings would suggest that a contract package (including a mobile phone) would offer better value for money for high volume users.

The records of mobile phone requests and issue/return of handsets were not up to date.
There are areas for improvement, and these areas have been addressed by five audit recommendations. Departmental management have agreed to implement these recommendations, which are currently being actioned.

4. Conclusions

The Audit and Assurance team has undertaken a Value for Money study on mobile phones. Areas for improvement have been identified and five recommendations have been agreed. Key controls exist and are applied consistently and effectively in the majority of areas. Reasonable assurance can be taken from the controls in place for the areas covered in this engagement.

5. Committee action

The committee is asked to note the contents of this report and agree that the Audit and Assurance Manager submits a follow-up report on the implementation of the recommendations to a future meeting.

6. Consequences

<table>
<thead>
<tr>
<th>Policy consequences</th>
<th>None</th>
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<tbody>
<tr>
<td>Legal consequences</td>
<td>None</td>
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<tr>
<td>Financial consequences</td>
<td>None</td>
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<tr>
<td>Personnel consequences</td>
<td>None</td>
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<tr>
<td>Social Inclusion consequences</td>
<td>None</td>
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<tr>
<td>Risk consequences</td>
<td>As detailed in the report</td>
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</tbody>
</table>

Name          Name
Title         Title
Assistant Chief Executive (Business Support)    Chief Executive

For further information, please contact Iain McNicol, Audit and Assurance Manager on 0141 333 3195