

Emergency Duty Team (EDT)




Admin Practice Guidance

Organisations	Central Bedfordshire Council (CBC) Bedford Borough Council (BBC) Luton Borough Council (LBC)		
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1. Introduction

- 1.1 The Emergency Duty Team (EDT) has agreed systems and processes in place regarding the administration of the service to ensure timely sharing of information both internally and externally and to ensure operational practices are consistent.
- 1.2 This Practice Guidance has been developed to ensure the service routinely undertakes agreed practices that are clearly recorded and supports the delivery of the service.

2. Morning Reports, Sending EDT Reports & Summaries.

- 2.1 09:00a.m is the time used for calculating the end of the shift. After this time data is collected from JADU using the morning report and distributed in a summary email to each adult's and children's day team within the three localities.
- 2.2 Mental health contacts and referrals are collected from JADU and the Admin Inbox and distributed in a summary email to the ELFT AMHP Service email address.
- 2.3 On request from the EDT AMHPs, the AMHP reports are emailed to the patient's G.P using email contact information from NHS service finder website.
- 2.4 Email contact information from the shift is moved from the Admin inbox to adults and children's day team sub folders (on left hand side of mailbox) BBC, CBC and LBC, ELFT and out of area. These are filed by month/year.
- 2.5 All sent emails are also filed in these folders to enable easy location.
- 2.6 The aim is to keep the admin inbox clear apart from any undealt or outstanding emails for follow up.
- 2.7 On call Managers will share RCRP update with the HOS for CBC daily.

3. Finance - Invoices, purchasing, recharges and petty cash

- 3.1 All invoices are dealt with swiftly and added to spreadsheet in EDT admin folder under Finance. These are matched with the relevant purchase order details. The spreadsheet can be sorted by locality, vendor, client, P-Card and provider.
- 3.2 All invoices are receipted in the purchasing system and emailed to central payments team for processing for payment.
- 3.3 Quarterly recharges to Luton and Bedford are raised via an invoice using the recharges workings summary information provided by the EDT Service manager. The invoice is emailed directly to Luton and Bedford EDT contacts to enable swift processing.
- 3.4 Purchase requisitions are raised on approval from the EDT service manager. The buying team raise purchase orders for the EDT administrator. Once approved the purchase order is receipted, matched with the invoice, sent to central payments and entered on the EDT finance spreadsheet.
- 3.5 Petty cash is held in a locked locker at Priory House. A receipt is emailed to EDT administrator and EDT Team Manager, a copy is filed in EDT Admin/Petty cash. The petty cash spreadsheet is updated with the receipt information. Petty cash is counted

and reconciled on a regular basis and approved by the EDT service manager or team manager.

4. Timesheets

- 4.1 Casual Engagement Officers (CEO) email their timesheets monthly to the EDT Team Manager and Admin inbox. The information is checked for name, EDT SAP number, role and cost centre. The hours claimed are checked against the rota and on-call manager record where necessary. The EDT Team Manager or Service Manager approves the claim and emails to payroll via the service desk. These are filed in EDT Admin/EDT Timesheets/by person.
- 4.2 EDT officers send in any additional hours claims, these are processed in the same way as the CEO's timesheets.
- 4.3 Business mileage claims are processed in the same way as the CEO's timesheets.

5. Office access

- 5.1 Follow Central Bedfordshire Council access procedure for all offices and sites.

6. Minute taking

- 6.1 Minute taking is carried out when required. EDT team meeting minutes are filed in Sharepoint under EDT and EDT Team Meetings.
- 6.2 Administrator attends monthly admin team meetings when required. Minutes are filed in Sharepoint under Seniors and Admin File.

7. Information sharing

- 7.1 Information is shared to Luton Borough Council and Bedford Borough Council, ELFT and out of area localities following Central Bedfordshire Council GDPR and information security policies.

8. Arranging admin cover

- 8.1 EDT administrator contacts senior administrator in Community Assessment Services for arranging cover for annual leave.