

Action Ref	Action Desc	Officer Responsible	Grade	Target Date	Recommendation	Agreed Action	Latest update	Comments on impact of late implementation
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H/ASSM2011 - H-ASSET MANAGEMENT & MAINTENANCE

H006.H/ASSM2011.0 1.01.02.01	Procedural instructions covering amendments to the Asset Register	Deputy Chief Executive	2 - Medium	30/06/2011	Deputy Chief Executive makes the provision for procedural instructions to be put into place covering amendments to the Asset Register. The procedural instructions should also cover the frequency of and triggers for updates to the Register.	Agreed to produce procedure notes	The Financial Services Manager is to ensure accurate capture of the process for identifying and recording the Council's assets. Confirmed that these would be in place following discussion with the Head of Legal Services & Monitoring Officer as the Council's nominated Property Terrier. Procedure notes will be completed by December 2011.	IN PROGRESS. The delay does not represent a significant risk to the Council
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H/BUSC/2010 - H-BUSINESS CONTINUITY

H009.H/BUSC/2010.0 1.01.05.01	Business Continuity Plans	H of Customer Services	2 - Medium	01/08/2011	The Head of Customer Services to ensure that all BCP's are subject to review and approval by CMT before being formally accepted as a BCP. In addition the review should ensure that: 1) BCP's arrangements for alternative accommodation and services have been confirmed 2) Critical activities detail minimum levels of service required by staff, residents and customers and how these will be delivered 3) Statutory services and obligations required are included within critical activities to ensure basic needs of stakeholders are met 4) Roles and responsibilities for recovery of critical activities have been allocated to appropriate individuals 5) BCP's contain details of how IT systems will be restored at alternative locations 6) Detailed listings of resources needed by Sections and how these resources will be provided 7) Risks identified in the Council Risk Register have been addressed via the BCP's (where applicable)	Agreed.	Service specific business continuity plans were put in place for Customer Services and for ICT. They cover all the core requirements for an internal event that may interrupt service provision.. The Major Emergency Plan for the Council's response to an external event was produced in November 2011.	COMPLETED
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H/COGO/2008.BF - H-CORPORATE GOVERNANCE ARRANGEMENTS

H004.H/COGO/2008.bf.01.02	Local Code of Governance	H of Legal & Dem Services	3 - Low	30/06/2011	Chief Executive consider whether a local code of governance would be of value.	Agreed to develop a Local Code	A draft Local Code of Governance was produced and was considered by the Standards Board on the 22nd November 2011. In light of the changes that may result from the Localism Act, Members did not approve the Code at this time and resolved to re-visit this later in the Municipal year.	IN PROGRESS The Draft Code is to be considered by the Management Board and then considered for adoption. Any changes to the Constitution will go to the Constitutional Review Committee
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H/FIXA2011.BF - H-FIXED ASSETS

H006.H/FIXA2011.bf.01.01.02.01	Unique reference number for assets	Finance Services Manager	3 - Low	31/10/2011	Financial Services Manager makes the provision for all assets to be allocated unique reference numbers.	Agreed	FSM confirmed that all assets will have been allocated a unique reference number by the end of the financial year	IN PROGRESS. The delay does not represent a significant risk to the Council
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H/MAAC2011.BF - H-MAIN ACCOUNTING SYSTEM

H006.H/MAAC2011.bf.01.03.02.01	Review of new codes set up on the main accounting system	Finance Services Manager	2 - Medium	31/10/2011	Finance Services Manager makes the provision for a review of the new codes set up to be carried out on a regular basis to ensure legitimate need for such changes.	Agreed	Slight delay due to maternity leave of FSM,. Budgets and other day to day work prioritised. New process now in place.	COMPLETED
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H006.H/MAAC2011.bf .01.06.04.02	Journal Instruction	Deputy Chief Executive	3 - Low	25/11/2011	The Deputy Chief Executive to consider the issue of formal documented instructions that detail responsibilities for and authorisation required for the administration of journals.	Agreed	The process for recording and processing journals is being reviewed to make it more efficient. The target date has been amended to reflect this.	IN PROGRESS. The delay does not represent a significant risk to the Council
H006.H/MAAC2011.bf .01.07.01.01	Review of users on the main accounting system.	Finance Services Manager	3 - Low	31/10/2011	The Head of Financial Services makes the provision for a review of all users on the main accounting system to be reviewed on a regular basis to ensure that all users are legitimate.	Agreed	Slight delay due to maternity leave of FSM,. Budgets and other day to day work prioritised. New process now in place.	COMPLETED

H/MAHI2011 - H-MARKET HALL INCOME

H002.H/MAHI2011.1. 02.02.01	Production of arrears recovery procedure notes	Deputy Chief Executive	1 - High	30/06/2011	The PSM to ensure that all staff responsible for administration are aware of and consistently apply: •The Councils Financial Procedure (specifically Financial Procedure rule 12) rules for the receipt of income and prompt banking. •The Councils payment terms and corporate debt recovery procedures (recovery by formal reminders and then via the Corporate Debt Team) •Application of Council Policy for allowing Casual Traders to trade where daily payments have not been received The Deputy Chief Executive to circulate additional guidance detailing: •Instances where individuals may not be allowed to trade (e.g. significant debts) and at which point debts should be subject to recovery action •Interest / charges to be levied on overdue accounts in line with the Late Payment of Commercial Debts (Interest) Act 1998 and the Late Payment of Commercial Debts Regulations 2002. •Format for receipts to be used for Market Hall income administered.	Agreed	Action completed in 2011. A follow up audit is scheduled to take place in March 2012 to examine the procedures now operating.	COMPLETED
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H/WAMA2011 - H-WASTE MANAGEMENT & RECYCLING

H010.H/WAMA2011.0 1.06.03.01	Contract Monitoring - Performance reporting	Deputy Chief Executive	2 - Medium	30/06/2011	The Deputy Chief Executive to update the format of contract monitoring meetings to include the review of performance against local and national performance indicators. Meeting minutes should reflect: * Performance against targets for local and national performance indicators * Explanations for variances in performance * Action that is to be taken by the Contractor or the Council to improve performance (where performance is judged to be below standard)	Agreed. This will be discussed with the contractor as to the purpose and outcomes being sought. This has to be jointly agreed between the Contractor and the Council.	The Contract Management Core Group comprising Members, Officers and the Senior Directors of FOCSA now receive regular performance information	COMPLETED
H010.H/WAMA2011.0 1.06.05.01	Local Performance Indicator targets	Deputy Chief Executive	2 - Medium	30/06/2011	The Deputy Chief Executive to ensure that: * Performance targets have been set for all local and national performance indicators * Performance targets for local and national performance indicators are agreed with the Contractor * Performance against local and national performance targets are subject to monitoring at monthly contract monitoring meetings between the contractor and the Council	Agreed. This will be discussed with the contractor as to the purpose and outcomes being sought. This has to be jointly agreed between the Contractor and the Council.	As above	COMPLETED