

RISK LEVEL 3 & 4 RECOMMENDATIONS NOT IMPLEMENTED BY DUE DATE

Code & Title	Description	Risk level	Status	Expected Outcome	Assigned To	Due Date	Latest Note Date	Latest Note	Cancellation Reason
0809 CORP02-03 INFORMATION MANAGEMENT	(a) Policies for dealing with enquiries made under the Freedom of Information Act and the Environment Information Regulations should be prepared, and (b) The policies should be published on the Intranet, and (c) The Freedom of Information Publication scheme should be reviewed and revised to ensure compliance with the new requirements defined by the Information Commission.	3	Overdue	(a) Implemented (b) 30/06/09 (c) Implemented	Michael Perry	30/06/2009		Recommendation is being followed up as part of 2009-10 Audit which commenced 14/07/09	
0809 CORP02-06 INFORMATION MANAGEMENT	A procedure is prepared to be used by all departments, to verify the information received, and to notify all departments by means of a single email list. (death notification)	3	Overdue	Being developed in Outlook.	Diane Burrige	31/05/2009		Recommendation is being followed up as part of 2009-10 Audit which commenced 14/07/09	
0809 OP15-01 ELECTIONS	Contractors are advised in writing to ensure that all materials associated with the production of the polling materials are to be destroyed on completion of the printing work.	3	Overdue	We would be surprised if contractors don't do this already. Nonetheless we will write to all contractors	Peter Snow	31/05/2009		This Audit is scheduled for follow up action 16/08/09	

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0809 OP16-01 FACILITIES MANAGEMENT	The Steward and Lead Corporate Administrator should together identify any new functionality or other changes they need made to the Room Booking system, and prepare a User Requirements Specification for the new Room Booking system and transmit it to ICT.	3	Overdue	Interdependence on ICT's work programme	Simon Martin	31/03/2009	15/07/2009	<p>followed up 14 July 2009 The Steward and Lead Corporate Administrator have discussed their requirements during a number of m Unfortunately, ICT's focus has been on Government Connect and no commitment has been made to develop a system meeting the Steward's or Lead Corporate Administrator's requirements.</p> <p>The deficiencies of the existing system cause additional work for the Steward and Lead Corporate Administrator, as well as other members of staff. ICT should be approached again, and a date by which the necessary development work will be completed obtained.</p> <p>to re-visit 30 September 2009</p>	

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0809 OP16-03 FACILITIES MANAGEMENT	Trees in the vicinity of Council buildings used by staff, visited by members of the public, or lived in by residents should be inspected in advance of any District-wide tree condition survey and action taken to deal with trees which could endanger property or people.	3	Overdue	Insurance advice being taken	Simon Martin	31/03/2009	15/07/2009	<p>followed up 14 July 2009</p> <p>The response to the recommendation was that the CFO had been asked to obtain advice from the Council's Insurers (Zurich). The CFO confirms that this was done and that the advice was that while the Council's legal liability in the event of a claim was insured, the Council should have an inspection regime in place for all trees growing on its land. Coincidentally, the Landscape Officer recommended that trees on Council land surrounding offices and other locations be surveyed and is piloting a survey at London Road. The job is taking considerable time and the date by which it will conclude is uncertain.</p> <p>In progress but incomplete - To revisit 31 December 2009 to establish further progress (next Audit due 2011/12)</p>	
0809 OP19-01 REVENUES RECOVERY	All Heads of Division should be reminded about what should be done with the aged debtor report sent to them, particularly with debts over 61 days old. The Heads of Division should also be asked to ensure that the officers to whom they refer this report take appropriate action, and that these officers understand their role in relation to the Clerical Assistant (Sundry Debtors).	3	Overdue		Simon Martin	30/06/2009		This Audit is scheduled for follow up action 31/08/09	