

RISK LEVEL 3 & 4 Recommendations implemented between 16 July and 15 September 2009

Code & Title	Description	Risk level	Expected Outcome	Assigned To	Due Date	Completed
0910 IPS01 3.3 MANAGEMENT & CONTROL of LEGIONELLA	A procedure should be prepared to ensure that changes to installations are reported and the schedule of works filed with the records amended to reflect the changes.	4	Notification of the new procedure sent to all parties concerned - Implemented immediately	Russell Goodey	31-Jul-09	04-Aug-09
0910 IPS01 3.5 MANAGEMENT & CONTROL of LEGIONELLA	The logs should be periodically reviewed and signed by management.	3	Procedure now in place	Russell Goodey	31-Aug-09	04-Aug-09
0910 IPS01 3.6 MANAGEMENT & CONTROL of LEGIONELLA	A more tangible and therefore verifiable reporting mechanism should be adopted. A possible solution would be for out-of-limit temperatures to be reported to the Technical Repairs Administrators, so that they can record the circumstances in the Repairs computer system and immediately report them to management.	3	Notification of the new procedure sent to all parties concerned - Implemented immediately	Russell Goodey	30-Sep-09	04-Aug-09
0910 OP01 3.2 ENFORCEMENT	Instructions should be issued to the Enforcement Officers regarding access to the (new) VOR.	4		Paul Woolcott	31-Aug-09	07-Aug-09
0910 OP01 3.3(a) ENFORCEMENT	a) Departments and officers referring matters to Enforcement should be informed of the outcome(s),	3	(a) Agreed. To be implemented 31/08/2009.	Paul Woolcott	31-Aug-09	02-Sep-09
0910 OP03 3.1 Homelessness	Additional Service Indicator(s) should be defined and reported on, to show how many people are helped to not become homeless	3	These are currently reported to HOD and will in addition be set up on covalent as a service indicator	Judith Snares	30-Sep-09	11-Sep-09
0809 CORP03-01 RECONCILIATIONS	All key financial systems are reconciled monthly and signed off by the Chief Finance Officer	3	All reconciliations will be brought up to date and completed in April 2009 to enable the Statement of Accounts to be produced. We are scheduling an "interim" shutdown for February/March 2009 during which substantial progress will be made. From 2009/10, a monthly pack of completed reconciliations will be compiled and reviewed by the Chief Finance Officer	Stephen Joyce	31-Jul-09	31-Jul-09
0809 CORP05-01 BUDGET MONITORING & REPORTING	A programme for the systematic reporting of committee budgets to Members is re-introduced	3	Monthly reports have been issued by e-mail to all Members and SMB. Detailed budget reports received by Full Council in December 2008 and February 2009 and Finance & Admin committee March 2009. A formal programme of budget reporting to Members and SMB will be implemented in 2009/10	Stephen Joyce	31-Jul-09	01-Sep-09
0809 CORP05-02 BUDGET MONITORING & REPORTING	A programme for the systematic reporting to SMB of budgets in excess of a pre-determined variance is introduced	3	Monthly reports have been issued by e-mail to all Members and SMB. Detailed budget reports received by Full Council in December 2008 and February 2009 and Finance & Admin committee March 2009. A formal programme of budget reporting to Members and SMB will be implemented in 2009/10	Stephen Joyce	31-Jul-09	01-Sep-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	Interdependence on ICT's work programme	Simon Martin	31-Mar-09	06-Aug-09