

RISK LEVEL 3 & 4 RECOMMENDATIONS NOT IMPLEMENTED BY DUE DATE

Code & Title	Description	Risk level	Expected Outcome	Assigned To	Due Date	Latest Note Date	Latest Note
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	(a) Implemented (b) 30/06/09 (c) Implemented	Michael Perry	30-Jun-09	14-Sep-09	Previously reported to PSC 28/07/09 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	Being developed in Outlook.	Diane Burrige	31-May-09	14-Sep-09	Previously reported to PSC 28/07/09 Recommendation is being followed up as part of 2009-10 Audit which commenced 14/07/09
0809 CORP03-02 RECONCILIATIONS	The Finance Service undertake a review of the whole reconciliation process and, in consultation with each Division, identify key areas where reconciliations are required and provide advice to Budget Holders on suitable budgetary controls where less detailed checks may suffice. Written procedures should be in place for each division together with an appropriate training programme for members of staff with responsibility for carrying out reconciliations, these procedures and training being proportionate to the amount of income involved.	3	Reconciliation procedures for each Division will be introduced early in the 2009/10 financial year.	Stephen Joyce	31-Jul-09		Concentrating on robustness of corporate financial system reconciliations. Key areas outside of Finance Division are Housing (Rents) and Revenue Services (Council Tax, NDR, Benefits) with whom work is being done. For other Divisions budgetary control is a proportionate approach, finance officers meet with budget holders every month.
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	We would be surprised if contractors don't do this already. Nonetheless we will write to all contractors	Peter Snow	31-May-09	14-Sep-09	To be followed up as part of the rolling IA follow up programme October 2009
0809 OP15-02 ELECTIONS	Disabled voters are notified to the effect that the polling station they are allocated do not have disabled access and that the option to vote by postal or proxy is available.	3	There is no way to identify disabled voters. We will instead have to write to all electors of a particular polling station to advise them of potential access difficulties	Peter Snow	31-Aug-09	14-Sep-09	To be followed up as part of the rolling IA follow up programme October 2009
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	Insurance advice being taken	Simon Martin	31-Mar-09	14-Sep-09	Reviewed by PSC 28/07/09 NFA at this time, To revisit 31 December 2009 to establish further progress (next Audit due 2011/12)

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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		Simon Martin	30-Jun-09	14-Sep-09	Recommendation being followed up with Corporate Income 2008-09 recommendation 0809 CORP01-09 as part of 2009-10