

RISK LEVEL 3 & 4 Recommendations implemented between 16 January 2011 and 10 June 2011

Code & Title	Description	Risk level	Due Date	Completed
1011 COR04 3.2 Corporate Income	<p>a) Stock is held in a secured place with access limited to staff designated as responsible for refilling of the machine when required;</p> <p>b) Responsibility for ordering of stock for the Depot is given to administrative staff at London Road where comprehensive records of supplies ordered and stock used are maintained;</p> <p>c) At year end a formal stock take is undertaken of both London Road and Dunmow Depot drinks vending machines and that the separate figures are formally recorded prior to the calculation of the total vending machine stock figures;</p> <p>d) In the interim a controlled stock take exercise is undertaken immediately to provide opening stock figures for future reconciliations and assurance on the accuracy of the vending machine data;</p> <p>e) Periodic reconciliations of stock purchased to expected sales at both the Depot and at London Road are carried out and independently checked.</p>	3	30-Apr-11	01-Apr-11
1011 COR05 3.1 Contracts & Procurement	Recommendation that priority is given to ensuring that the Corporate Procurement Strategy is revised as planned and that adequate resources are made available to ensure implementation of its actions within the timetable defined in it	4	31-Mar-11	12-Apr-11
1011 COR06 3.1 Asset Management	Recommend that controls are in place to ensure Braintree DC work is completed by agreed deadlines to allow presentation of revised Asset Management Plan to Finance & Admin Committee 24 March 2011	4	24-Mar-11	12-Apr-11
1011 COR06 3.2 Asset Management	Recommend that immediate steps are taken to ensure that there are adequate resources are in place for 2011/12 to ensure the implementation of the revised Asset Management Plan actions	4	31-Mar-11	12-Apr-11
1011 COR09 3.1 Corporate Reconciliations	Outstanding reconciliations are completed as a matter of urgency, and that the system of corporate level reconciliations be reviewed so that the most critical are identified and planned to ensure that adequate qualified resources are available to do them.	4	31-Jan-11	01-Feb-11
1011 OP15 3.1 Payroll, Allowances & Expenses	<p>a) following the successful trialling of the Envoy system, it should be rolled out to all staff with immediate effect and that a programme and timetable for the change over to use of Envoy is drafted and implemented as soon as possible;</p> <p>b) further report options are identified and discussed with Bedford Borough Council to provide for a system of sample checking of expense claims to be created and implemented;</p>	3	30-Apr-11	30-Apr-11
1011 OP17 3.1 Housing Responsive Maintenance	It is recommended that the number of post-inspections carried out, and the outcomes, is reported regularly to management.	3	28-Feb-11	14-Feb-11
1011 OP17 3.2 Housing Responsive Maintenance	It is recommended that the Stores & Purchasing Co-ordinator is invited to a meet with senior management at London Road to present his proposals and suggestions, and that a feasibility study is carried out to identify the most cost effective proposal before it is implemented.	3	28-Feb-11	15-Apr-11