

FINAL REPORTS ISSUED **05 November 2011 to 03 February 2012**

ref	Audit	Risk	original approx days	revised approx days	Final Report Issued	Days Taken	Recommendations Made					Audit Opinion	latest implementation date	follow up due
							No.	Risk Level						
							total	4	3	2	1			
cork01	Corporate Asset Management	4	10	13	25/11/11	11	2	0	1	1	0	Adequate	31/03/12	30/04/12
op03	Services for Older People	3	10	10	19/01/12	14	4	0	0	3	1	Adequate	30/04/12	30/05/12
op05	HR	3	10	12	25/11/11	12	4	0	2	1	1	Adequate	31/05/12	30/11/12
op07	VOIDS	2	10	7	25/11/11	5	3	0	1	2	0	Adequate	30/04/12	30/05/12
							13	0	4	7	2			

RISK LEVEL 3 & 4 RECOMMENDATIONS**05 November 2011 to 03 February 2012**

ref	Audit	Ref	Recommendation	Risk	Agreed / Not agreed	Officer Responsible	Officer Comments	Implementation date
cork01	Corporate Asset Management	01	It is recommended that consideration be given to set up management information reports on the Council's asset portfolio which should categorise assets into:- <ul style="list-style-type: none"> operational and non-operational assets indicative of its capacity to generate or potential to generate income; its general maintenance cost; triggers on economic cycles and its impact/responses during the expansion and contraction years; the objective of an asset and holding timescale as well as the need for risk assessment to assets ie in flood zone areas and those that require a high performance in safety. 	3	Agreed	ACE Finance	A detailed asset register that includes the recommended information is in preparation with a view to taking it to Cabinet in March 2012.	31/03/12.
op05	HR	01	It is recommended that: <ul style="list-style-type: none"> a) Officers who are new to interviewing are assisted with clear guidance notes together with HR support to go through the documentations for their very first interview session b) A middle management support group is established to enable a forum to share knowledge and to 	3	Agreed	a) Claire Croft b) Richard Auty	a) Guidance notes are being developed not only for recruitment but also other aspects to help new managers including Snowdrop, induction and sickness absence monitoring b) Rather than establish a small group of officers with	31/5/12

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			discuss issues of employment law and equal opportunities in the recruitment process.				only limited reach in the authority, we propose instead to channel updates on employment law, PPNs etc through the quarterly Big Team meetings	
op05	HR	02	It is recommended that data in regards to the Equality Standards requirement is captured for monitoring and to inform on its local labour market in the setting of employment objectives.	3	Agreed	Claire Croft	Revised equalities monitoring form to be included in all job application packs.	31/12/11
op07	Voids	02	<p>It is recommended that performance indicator [HSG 16 – Re-let times for all general needs void properties] be further refine with targets as follows and reporting on (% & number of days) of void turnaround time and the void loss (£):</p> <p>a) Re-let Times for Minor Repairs b) Re-let Times for Major Repairs c) Re-let Times for Allocations</p> <p>This should then enable the multi-dimensional aspect of the voids process to be effectively managed with a focussed approach on the activities that require a review.</p>	3	Agreed	Roz Millership	The data is in place and monitored by Roz Millership but not reported as an indicator.	30/04/12

PERFORMANCE AGAINST the 2011/12 AUDIT PROGRAMME**05 November 2011 to 03 February 2012**

ref	Audit	Risk 2010/11	Qtr	Orig approx days	revised approx days	qtr 3 & 4 approx days	Started	Draft Report issued	Final Report Issued	Days Taken	Stage	Comment
cork01	Corporate Asset Management	4	2	10	13	3	19/08/11	18/10/11	25/11/11	11	final	
cork02	Corporate Budgets	4	3	15	10	10	06/09/11	19/01/12		12	draft	
cork03	Corporate Contracts & Procurement	4	3	15	15	14	05/09/11			6	testing	
cork04	Corporate Income	4	3	10	10	9	02/09/11	31/12/11		12	draft	
cork05	Corporate Reconciliations	4	3	10	10	9	07/09/11	19/01/12		13	draft	
cor01	Corporate Governance & AGS	3	1	10	4		11/04/11	25/05/11	30/09/11	4	final	AGS work only
cor02	Corporate Performance Management	3	1	10	15	1	11/04/11	19/09/11	27/10/11	15	final	
cor03	Corporate Information Management	3	1	10	13	0	01/04/11	25/05/11	24/06/11	13	final	
cor04	Corporate Risk Management	3	4	15	0							may be undertaken 2011/12 if resources available
cor05	Corporate Health & Safety	3	2	15	18	0	14/06/11	30/08/11	06/10/11	18	final	
cor06	Corporate Diversity & Equality	3	4	15	0							may be undertaken 2011/12 if resources available
cor07	Corporate ICT	2		10	0							carried forward to Corporate Audits 2012/13
cor08	Corporate Partnerships	2		15	0							carried forward to Corporate Audits 2012/13
cor09	Corporate Grants & External Funding	2		10	0							carried forward to Corporate Audits 2012/13
opk01	Creditors	4	3	15	15	15	03/10/11	23/12/11		15	draft	
opk02	Housing Rents	4	3	15	15	15	12/10/11	03/02/12		8	draft	
opk03	Housing Benefits	3	4	10	10	10						very light touch audit if no major changes since 2010/11
opk04	Council Tax	3	4	10	7	7						very light touch audit if no major changes since 2010/11
opk05	NNDR	3	4	10	7	7						very light touch audit if no major changes since

PERFORMANCE AGAINST the 2011/12 AUDIT PROGRAMME 05 November 2011 to 03 February 2012

ref	Audit	Risk 2010/11	Qtr	Orig approx days	revised approx days	qtr 3 & 4 approx days	Started	Draft Report issued	Final Report Issued	Days Taken	Stage	Comment
												2010/11
opk06	Payroll, Allowances & Expenses	3	4	10	10	10						very light touch audit if no major changes since 2010/11
opk07	Sundry Debtors	3	4	10	10	10						very light touch audit if no major changes since 2010/11
opk08	Treasury Management	3	4	10	7	7	08/12/11			2	planning	
op01	Housing Strategy	4	2	15	10	0	29/06/11	15/08/11	06/09/11	10	final	
op02	Community Health & Leisure	3	1	10	8	0	01/04/11	22/06/11	24/06/11	8	final	
op03	Services for Older People	3	3	10	10	4	05/09/11	18/11/11	19/01/12	14	final	
op04	Customer Care & Access to Services	2		10	0							carried forward to Operational Audits 2012/13
op05	HR	3	2	10	12	2	16/08/11	27/10/11	25/11/11	11	final	
op06	Housing Contract Systems	2	1	15	34		20/05/11	05/08/11	22/09/11	34	final	
op07	Voids	2	2	10	7	7	05/09/11	27/10/11	25/11/11	5	final	
op08	Mailroom & Reprographics	2		10	0							carried forward to Operational Audits 2012/13
total planned audit days				350	270					211		