

RISK LEVEL 3 & 4 Recommendations implemented between 05 November 2011 and 03 February 2012

Code & Title	Description	Risk level	Assigned To	Due Date	Completed
1011 OP03 3.1 Concessionary Fares	It is therefore recommended that (a) stock reconciliation on both railcards and tokens should be carried out periodically to ensure compliance with the financial regulations the shortfall to the tokens is written off. (b) the revenue due from the sale of railcards and tokens is reconciled against the actual revenue received ensuring compliance with the financial regulations. Reconciliation should be carried out on stock and revenue from sale of goods and that Finance Service be consulted to advice and to provide the necessary training in setting up the process	3	Richard Auty	31-Dec-11	26-Jan-12
1011 OP03 3.2 Concessionary Fares	It is re-iterated that reconciliation on the administration of railcards by the Stansted Parish Council be carried out periodically and that a copy of the reconciliation statement should be forwarded to the Concessionary Fares Officer at London Road, Saffron Walden	3	Richard Auty	31-Dec-11	26-Jan-12
1112 COR 05 1.1 Corporate Health & Safety	a) An organisational link is formulated between lead Health and Safety officers and Senior Management which should strengthen both Management and Operational controls. (completed 06/10/11) b) Information on the intranet is periodically checked to ensure the contents are relevant and up-to-date.	3	Geoff Smith; Mike Thomason	31-Jan-12	18-Jan-12
1112 OP 05 1.2 Human Resources	It is recommended that data in regards to the Equality Standards requirement are captured for monitoring and to inform on its local labour market in the setting of employment objectives.	3	Claire Croft	31-Dec-11	09-Jan-12

Recommendations recorded as NOT fully implemented by due date at 03 February 2012

Code & Title	Description	Risk level	Assigned To	Due Date	Latest Note Date	Latest Note	Expected Outcome
1011 COR05 3.2 Contracts & Procurement	It is recommended that a) adequate resources are in place to allow for the completion of a Contracts Register which will provided a reliable, complete and accurate record of all contracts and major agreements the Council has with its suppliers and that all contracts, and b) all major agreements and supporting documentation (with the possible exception of specific Legal contracts and Housing Services Contracts) should be held in a central depository by the Procurement Manager	3	Stephen Joyce	31-Dec-11	02-Jan-12	Contracts Register is substantially complete - This is being reviewed as part of the 2011/12 audit currently in progress	This work is in progress and will be completed by the Procurement Manager in 2011. There is a need to focus attention on the more significant contracts.