

RISK LEVEL 3 & 4 Recommendations implemented between 26 January to 30 April 2013

| Code & Title | Description | Risk level | Assigned To | Due Date | Completed | Comment |
|--|--|------------|---|-----------|-----------|---------|
| 1213 COR-K03 01 CASH & BANK | a)It is recommended that the terms and conditions of the contract with Allpay are reviewed and to benchmark their charges with potential vendors to ensure charges remain competitive. | 3 | ASSISTANT DIRECTOR OF CORPORATE SERVICES | 30-Apr-13 | 26-Apr-13 | |
| | b)It is also recommended that options are considered to encourage council tax, NNDR and housing rent payers to use Direct Debit as a method of payment. This should further reduce the Council's payment liability. | | ACCOUNTANCY MANAGER | 26-Apr-13 | 26-Apr-13 | |
| 1213 COR-07r 01 CORPORATE INFORMATION MANAGEMENT | It is recommended that Socitim's advice is followed and that the full Fair Processing Statement appears in the Your Council section of the website alongside other such corporate documents. In addition, sections of the website where personal information is requested should at least carry reference to the Fair Processing Statement. | 3 | ASSISTANT DIRECTOR OF CORPORATE SERVICES | 31-Mar-13 | 26-Apr-13 | |
| 1213 OP-08 03 STREET SERVICES | Recommendation that a reminder is sent to ensure that, in accordance with instructions already issued, tanks at Shirehill and Dunmow are dipped weekly to provide as accurate and up-to-date actual stock levels as possible and that dipped levels should be logged and signed off as per instructions. As a replacement dip-stick cannot be obtained for Shirehill, prompt management action should be taken to ensure investigation of the cause of any Shirehill discrepancy that is not in line with an agreed 'home-made' dip stick inaccuracy parameters | 3 | STREET SERVICES TEAM LEADER | 24-Apr-13 | 24-Apr-13 | |
| 1213 OP-12r-01 INSURANCE | A formal SLA with EFDC should be put in place to include appropriate but proportionate monitoring arrangements for the SLA. | 3 | ACE - FINANCE | 31-Jan-13 | 04-Feb-13 | |
| 1213 OP-15r SECTION 106 OBLIGATIONS | It is recommended that:- <ul style="list-style-type: none"> •Work in progress on Developer's contribution towards affordable housing and civic amenity is completed asap and published on the Council's website; •Assistance from the Accountancy Manager should be sought to carry out a financial appraisal/ forecast on major developments to ensure sustainability and adequacy of the Developers financial contribution. •Work in progress on Developer's contribution towards affordable housing and civic amenity is completed asap and published on the Council's website; •Assistance from the Accountancy Manager should be sought to carry out a financial appraisal/ forecast on major developments to ensure sustainability and adequacy of the Developers financial contribution. | 3 | ASSISTANT DIRECTOR OF PLANNING & BUILDING CONTROL | 31-Mar-13 | 05-Apr-13 | |

RISK LEVEL 3 & 4 Recommendations NOT implemented by due date at 30 April 2013

| Code & Title | Description | Risk level | Assigned To | Due Date | Latest Note Date | Comment |
|----------------------------|---|------------|---------------------------------------|------------|------------------|---|
| 1213 OP-13r 01 ENFORCEMENT | a) COEDIS should no longer be used. b) Revised version of DVLA online user guide 3.8 should be obtained. | 3 | ACE - LEGAL / ENFORCEMENT TEAM LEADER | 31/12/2012 | 02/05/2013 | <p>Enforcement Team Leader confirmed that COEDIS is unsupported and should no longer be used and arrangements were being made to cease using COEDIS and move to the new IDOX system but this has not been possible for security reasons. Other options are being investigated but this research is at an early stage.</p> <p>The original due date for this recommendation was deferred from 30/09/12 to 31/12/12 and will therefore be deferred further to 31/07/13 at which point updates on progress towards this recommendation will be sought.</p> |