

RISK LEVEL 3 & 4 Recommendations implemented between 01 May to 02 August 2013

Code & Title	Description	Risk level	Assigned To	Due Date	Completed	Comment
1213 COR-01 01 CORPORATE EQUALITY & DIVERSITY	The Action plan should be updated to include feedback from Equality Training and 2011 Census data and with timescale targets set and lead responsibility decided.	3	CEO; ACCESS & EQUALITIES OFFICER	31-Jul-13	31-Jul-13	
1213 OP-K09r 05 HOUSING REPAIRS	It is recommended that segregation of duties is in place to ensure Housing Surveyors who raise job orders do not authorise the payment of invoices as well.	3	ASSISTANT DIRECTOR HOUSING & ENVIRONMENT	31-May-13	31-May-13	
1213 OP-04 02 ENFORCEMENT	a) Enforcement Officers should have attack alarms and refer to the VOR. b) The Procurement Manager should re-evaluate the ROMAD Contract.	3	ENFORCEMENT TEAM LEADER	31-Jul-13	25-Jul-13	The ROMAD system has been re-evaluated and the contract terminates at the end of July 2013, following which the Health and Safety Officer will be introducing a new system.
1213 OP-08 01 STREET SERVICES	Recommendation that the policy on free collection concessions is reviewed and that officers in both Street Services Administration and the Customer Service Centre are made aware of the policy.	3	STREET SERVICES TEAM LEADER	31-May-13	31-May-13	New corporate policy on all concessions from 01 June 2013 introduced to ensure conformity of treatment of concessions throughout the Council
1213 OP-08 04 STREET SERVICES	Recommendation that the 2013/14 database and other supporting records within the Domestic Green Waste audit trail have a system of x-referencing which should include the name and title of the customer to assist with future mail-shots etc. To enable this, the Customer Service Centre are to be asked to ensure that the receipt number is recorded on all payments entered onto the system.	3	STREET SERVICES TEAM LEADER	30-Jun-13	30-Jun-13	CSC are now indicating within the free hand wording that the payment is for garden waste to assist in x-referencing this will be indicated by a GW.
1213 OP-13r 01 LICENSING	The online payments system should be set up in order to comply with EU Services Directive 2009	3	ACE - LEGAL	31-Mar-13	31-Mar-13	Online system in place by 31 March 2013 payments may be made via online website
1314 OP31 - 01 LOCAL LAND CHARGES	That the uniform software should be updated immediately to ensure that it accurately reflects all conservation area amendments.	3	LOCAL LAND CHARGES OFFICER	30-Nov-13	21-May-13	Conservation Areas issues raised have now been resolved. Director Central Services has confirmed these have all been plotted and are now on the mapping systems.

Recommendations NOT implemented by due date at 02 August 2013

Code & Title	Description	Risk level	Assigned To	Due Date	Latest Note Date	Comment
1213 OP-01-01 CSC (U-connect)	A rental agreement with Essex County Council for the use of Great Dunmow library should be put in place by Legal.	3	ASSISTANT DIRECTOR CORPORATE SERVICES	31-Jul-13		AWAITING COMMENT FROM MANAGER