

Appendix 2

EFDC Internal Audit Recommendation Tracker (Overdue and In Progress)

Last updated: 14 June 2016

Audit Year (Date Report Issued)	Rec Ref	Original Recommendation	Priority	Managers Original Response	Responsible Officer / Assistant Director	Original Imp Date	Revised Imp Date	Status Update from Management	Status
Audit Recommendations 2015/16									
Local Land Charges Report No. 754 November 2015	1.1	The income reconciliations between the Local Land Charges system (M3) and the General Ledger should be brought up to date and performed quarterly thereafter to ensure that any differences are identified and resolved promptly.	2	The Local Land Charges income will be reconciled on a quarterly basis. A spreadsheet detailing the income received by cheque and BACS will be provided by Accountancy in order to achieve this.	Local Land Charges Manager Assistant Director (Accountancy) Director of Governance	01/04/16	01/07/16 01/09/16	May 16: Local Land Charges are in the process of completing the LLC income reconciliations for Q's 3 & 4 for 2015-16. Q's 1 & 2 2015/16 are done but need finalising. June 16: The reconciliations for Quarters 1-4 2015/2016 have been completed but there are still outstanding anomalies that need to be investigated before they can be signed off by the Local Land Charges Manager.	Overdue
Local Land Charges Report No. 754 November 2015	1.2	The reconciliations should be independently reviewed by the Local Land Charges Manager	2	The income reconciliations will be independently reviewed by the Local Land Charges Manager	Local Land Charges Manager Director of Governance	01/04/16	01/07/16 01/09/16	May 16 and June 16: As above	Overdue
Planning Fees Report No. 760 January 2016	3	Invalid application should be returned within three months in accordance with the Council's policy.	3	When workload is high, as it currently has been for the last couple of years, and there has been a turnaround of staff in this section that need training, this admittedly has had a lower priority compared with the main task of registering planning applications, preparing reports for Planning Committees and issuing planning permission. However, as set out in our Policy, we will target this area for improvement and	Senior Technical Officer Development Control Assistant Director (Development Management)	30/04/16	30/06/16	May 16: Work is in progress on the backlog of invalid application forms and refunds. The most historic date of old applications is June 2015.	Overdue

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				compliance.					
Licensing Report No. 765 February 2016	1	A review of all policy, procedural and guidance documentation should be completed to ensure compliance with current Legislation.	3	The update of the fee structure in accordance with the Deregulation Act was undertaken following full consultation in October. The Hackney Carriage and Private Hire Licensing Policy is currently undergoing a full revision which has included a review by a Member/officer working party. Once this review has taken place the revised policy will be subject to a full consultation process prior to Council approval.	Assistant Director Neighbourhood Services	26/04/16	01/07/16 30/09/16	May 16: The Member/Officer review is now complete. However the section has been advised to carry out the consultation after the appointment of the new Chairman of the Licensing Committee in June 2016. June 16: The Hackney Carriage and Private Hire Licensing Policy is currently undergoing a full revision and the revised policy will be subject to full consultation process. The process will entail consultation with all Public Hire licence holders (some 600+ people), all the Town and Parish Councils, all Members and a selected group of interested parties such as the Police and Essex County Council etc. The consultation period will be six weeks and we hope to start at the beginning of July.	Overdue