

## EFDC Internal Audit Recommendation Tracker (Overdue and High Priority)

Last updated: 07 September 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
<b>Audit Recommendations 2015/16</b>									
<b>Local Land Charges</b> 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	<del>01/07/16</del> <del>01/09/16</del> <del>01/10/16</del>	Apr 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.  July 16: As above there are still outstanding anomalies for Quarters 1-4 2015/2016. Quarter 1 2016/17 reconciliation will be carried out this month.  Aug 16: Work is still on-going to complete the reconciliations.	<b>Overdue</b>
<b>Local Land Charges</b> 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	<del>01/07/16</del> <del>01/09/16</del> <del>01/10/16</del>	Apr 16: As above  June 16: As above  July 16: As above  Aug 16: As above	<b>Overdue</b>
<b>Planning Fees</b> Report No. 760 January 2016	2	Policies and procedures should be reviewed and updated regularly	3	Whilst we do keep reviewing our procedures, I agree that where it has not been necessary to make any changes, there should be some evidence that they have been looked at and reviewed. This will be addressed in the future	Assistant Director (Development Management)	30/06/16	<del>30/09/16</del>	July 16: The review of policies and procedures has been started but has not yet been completed.  Aug 16: The review is still ongoing	<b>Overdue</b>

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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	<del>01/07/16</del> <del>30/09/16</del> 01/12/16	<p>Apr 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.</p> <p>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.</p> <p>July 16: The consultation hasn't started yet but is due to start in the next couple of weeks.</p> <p>Aug 16: The consultation process has begun and closes on 30.09.2016. The policy will be revised following a review of the consultation process.</p>	Overdue
Housing Rent Collection Report No. 768 June 2016	2	Evidence should be retained that the monthly report of debts with Legal Services has been reviewed by the Area Housing Manager (South) to confirm that arrears are monitored regularly by	2	Agreed. E-mails will be retained to formally evidence that the month debt report has been reviewed.	Assistant Director Housing Operations	31/07/16	30/09/16	Sept 16: The Area Housing Manager (South) will confirm that the monthly reports of debts from Legal Services are evidenced as reviewed by the Debt Recovery Officer.	Overdue

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		Housing Management and Legal Services.							
<b>Sundry Debtors Audit</b> Report No. 769 June 2016	2	The Sundry Income Team should re-enforce the Council's debt recovery process and ensure the directorates are following the procedure and recovering outstanding debts at the earliest opportunity.	2	Following the conclusions of the Corporate Debt Recovery Working Party, the Communities Directorate set up a cross-directorate project team (under the chairmanship of an Assistant Director) to consider the most cost effective approach to the recovery of its debts. As a result, the Communities Directorate has created a new post of Debt Recovery Officer, through a re-structure, to co- ordinate the recovery of Communities debts in a consistent and effective manner - which is currently subject to recruitment. Once appointed, in consultation with the Communities Support Manager and the Team Leader, the post- holder will follow consistent debt recovery procedures for the whole Directorate that comply with the corporately agreed procedures.	Communities Support Manager	31/08/16	31/10/16	Sept 16: The Debt Recovery Officer started in post on 23/08/16 and work on aligning the processes with corporate policies has commenced.	Overdue
<b>Langston Road Development</b> Report No. 772 July 2016	2	The three outstanding contracts with the consultants engaged on the Langston Road Development project	2	The external Solicitors will be re-instated to bring these to conclusion.	Director of Neighbourhoods	31/07/16	30/09/16	Aug 16: Two of the contracts have been received from the solicitors. It is understood that the remaining contract is in place but a copy will be requested to	Overdue

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		should be followed up with the lawyers to ensure all contracts are put in place.						confirm this.	
<b>Audit Recommendations 2016/17</b>									
<b>Health and Safety at Townmead Depot Report 05.16/17</b>	2	2.1 An action plan to address H&S failings identified in this audit should be drawn up and implemented.  2.2 Regular reporting on progress being made with the action plan should be reported to Internal Audit and the Council's H&S Officer.	High	This is a cross directorate piece of work which will be coordinated and project managed by the Assistant Director (Technical Services) and will require the support of the Safety Officer and Facilities Management for repairs and maintenance.	Director of Neighbourhoods/  Assistant Director (Technical Services)	31/12/16	-	-	In Progress