

Appendix 2 Internal Audit Recommendation Tracker (Overdue)

Last updated: 17 November 2015

Audit Year (Date Report Issued)	Rec Ref	Original Recommendation	Priority	Original Managers Response	Responsible Officer / Assistant Director	Agreed Imp Date	Revised Imp Date	Status Update from Management	Status
Previous Priority One Recommendations 2014/15									
Planning Fees Report No. 713 July 2014	4.1	Development Control management to liaise with ICT to establish reports from M3 that are easily reconcilable and if required Cashiers to ensure referencing in the right format to reconcile. Reconciliation to be brought up to date and then completed monthly to establish control within the process.	1	Planning staff are bringing the reconciliation up to date with the assistance of Accountancy staff and will ensure that reconciliation will be carried out in a timely manner. Recent audit input has resulted in a simpler reconciliation which will reduce the work required.	Assistant Director (Development Manager)	March 2015	31/12/15	Aug 15: ICT and Accountancy are providing assistance with the reconciliations. A report from M3 has been developed and the reconciliation for June 2015 has been completed. The reconciliations for April and May 2015 are still to be completed Nov 15: Progress is being made on the reconciliations and efforts are being concentrated on bringing the 2015/16 reconciliations up to date.	Overdue
Corporate Procurement Report No. 725 February 2015	1	A realistic estimate of expenditure (consider previous years expenditure) and the length of employment should be considered at the start of the procurement process and one purchase order should be raised to cover the whole process if possible. Officers should agree rates with agencies where possible, in order that agency rates and exit fees are reasonable. Expenditure should be monitored in compliance with CSOs.	1	As discussed at the 28 th January CGG, work is underway to address these findings.	All Assistant Directors	31/3/15	31/3/16	Aug 15: The recruitment process is just starting for a person within HR who's work will include looking at existing agency worker framework agreements for a range of roles that the Council. Nov 15: The section completed the recruitment process but did not find a suitable candidate so will begin the process again shortly.	Overdue