

1. Action Plan

No	Recommendation	Grade	Responsible Officer	Action	Date	Update 30 April 2004
1	A Council wide budgetary control procedures manual should be produced and circulated to all budget holders.	High	Head of Strategic Finance Accounting Services Managers	This recommendation will be actioned as part of an overall review of budgetary monitoring. Council wide procedure should be supplemented by service-specific guidance to reflect the diversity of operations	31 March 2004 31 March 2004	Currently reviewing budget monitoring arrangements following restructuring. Revised date 30 September 2004.
8	Training events for budget holders should cover the completion of monitoring forms and the level/detail of response required.	Low	Head of Strategic Finance	This recommendation is accepted and will be incorporated as part of an overall review of budget monitoring procedures.	31 March 2004	Currently reviewing budget monitoring arrangements following restructuring. Training will be developed once budget monitoring reviewed. Revised date 30 September 2004.
17	The basis and reasons for qualitative assessments of bids should be carefully recorded and retained. Standing Orders should clearly state this requirement.	Medium	Head of Democratic & Governance Services	This will be addressed in the new Standing Orders to be adopted by the Council.	31 October 2003	There has been a delay due to the failure to recruit a Governance and Risk Manager to assist with this process. It is anticipated that the tasks will be completed by 31st July 2004.

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18	Capital investment control guidelines should be reviewed and revised.	Medium	Per Internal Audit Reports	This recommendation summarises a variety of action points identified in two internal audit reports on capital contracts and contract tendering and vetting. Action plans have been completed for both audits and a responsible officer, action and implementation date agreed for each point. Internal audit will follow up this up in accordance with normal procedures.	Per Internal Audit Reports	Internal Audit has reviewed these issues.
19	Capital project management should be reviewed and consistent controls introduced.	Medium	Per Internal Audit Reports	As above	Per Internal Audit Reports	Internal Audit has reviewed this issue.
20	Review dates should be set for key policies procedures and control framework documents. This includes Standing Orders and Financial Regulations.	Medium	Director of Corporate Services	Council will endorse a strategy of regular reviews	31 October 2003	There has been a delay due to the failure to recruit a Governance and Risk Manager to assist with this process. It is anticipated that the tasks will be completed by 31st July 2004.
21	A comprehensive IM&T Strategy should be prepared.	Low	Heads of Service	The Finance Department disappears as part of the Council-wide reorganisation. An IMT strategy for finance functions will be prepared following the reorganisation.	30 September 2004	On-going