

Action Points Behind Schedule - Audit Scotland Reports**A –Regularity & Governance (2) 2002/03**

Ref	Action Point / Implication	Department / Head of Service	Explanation for delay	Risk Grading	Original implementation date	Revised implementation date
1	A Council wide budgetary control procedures manual should be produced and circulated to all budget holders.	Head of Strategic Finance	The Head of Strategic Finance has asked the Finance Manager, Community Services to review budget monitoring procedures with a view to implementing revised procedures in 2006/07. A pilot of these procedures is being undertaken in Community Services this year.	High	31 March 2004	June 2006
8	Training events for budget holders should cover the completion of monitoring forms and the level/detail of response required.	Head of Strategic Finance	Training will be provided in the financial year 2006/07 when the revised budget monitoring procedures mentioned in 4 below are introduced. As part of the pilot, training will be provided this year to all budget holders within Community Services.	Low	31 March 2004	June 2006

B –2002/03 Performance Audit – Management of Community Equipment and Adaptations

Ref	Action Point / Implication	Department / Head of Service	Explanation for delay	Risk Grading	Original implementation date	Revised implementation date
6	The Council should consider the effect of demographic and other environmental changes in planning for the future needs of the service.	Head of Community Support	Provided projected demographic information to inform business planning for community care services in order to develop plan and deliver services.		Date to be agreed by planning department.	December 2005

APPENDIX 4

Ref	Action Point / Implication	Department / Head of Service	Explanation for delay	Risk Grading	Original implementation date	Revised implementation date
8	The Council should identify standards for storing, transporting and cleaning equipment and periodically audit the arrangements to ensure compliance.	Head of Community Support	Proposed feasibility study to identify relevant service standards. Consultation with Quality Assurance unit ongoing.		August 2004	December 2005
12	The Council should introduce systems to monitor equipment and adaptation waiting lists and waiting times.	Head of Community Support	Re-implementation of Carefirst system to include required monitoring of joint equipment service		August 2004	January 2007
14	Consideration should be given to establishing and reporting information on the level of recycling of equipment.	Head of Community Support	Propose feasibility study out to tender and project brief to be given to successful provider.		August 2004	When tender exercise is complete
15	A service, maintenance and repair policy should be developed within the local service.	Head of Community Support	Reference to point 14 in respect to feasibility study.		August 2004	December 2005
23	A review should be undertaken to establish whether a pickup service for adaptations exists and if not, whether its introduction would contribute to recycling rates.	Head of Community Support/ Head of Planning & Performance	Propose feasibility study out to tender and project brief to be given to successful provider.		December 2003	December 2005

C –Commissioning Community Care Services for Older People

Ref	Action Point / Implication	Department / Head of Service	Explanation for delay	Risk Grading	Original implementation date	Revised implementation date
1	Officers should confirm that the revised system can provide aggregated information from individual care plans and additional information on unmet need to inform the planning process.	Head of Planning & Performance	Unmet needs are collated at service centres level and when the management information services are in place will be collated electronically. The intention is to involve planning team to collate an authority wide response at this stage. Recruitment of new Service Officer- appointed on 8 August 2005.Planning to progress the Joint Future Agenda. Source: Argyll and Bute Council, Guidance for Single Shared Assessment Access to Resource.	Medium	October 2004	April 2006
2	Officers should implement information sharing arrangements to enable access to services across social work, housing and health, including the requirement to obtain consent.	Head of Integrated Care	As E-Care was withdrawn from MGF, 3 funding source by Scottish Executive we have been unable to progress the full business plan for an integrated system. An amended proposal that allows for the implementation of the Care Asses within the Council and develops protocols to allow controlled access by specific NHS staff is being progressed/ timescale July 2006.	Medium	April 2005	July 2006

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4	Actions should be identified to further develop and implement joint services and associated management arrangements.	Head of Integrated Care	Agenda being progressed in partnership with the Joint Improvement Team (Scottish Executive). Examples of joint services and single lined management will be implemented in part during 2005/06 and further progressed in 2006/07 and 2007/08.	Medium	April 2005	2005/06-2007/08
35	Financial management arrangements and financial protocols for joint resourcing should be further developed and agreement should be reached on a joint resourcing budget.	Head of Integrated Care	Agreed draft financial protocol implementation depending on a development on joint services and single lined management system as noted in number 4. Timescale: as per number 4	Medium	31 st March 2004	2005/06-2007/08

D –Prudential Code

Ref	Action Point / Implication	Department / Head of Service	Explanation for delay	Risk Grading	Original implementation date	Revised implementation date
2	Officers should calculate the outstanding Incremental Cost of Borrowing indicator.	Head of Strategic Finance	Action on this will be deferred pending clarification from CIPFA. We believe that the capital plan is supported by loan charge support and within council tax levels set and indicated so no implications arise. Give the differing on this indicator clarification for future years will be sought from CIPFA. There is still clarification from CIPFA but a calculation will be done for the 2006/07 budget.	Medium	30 June 2004	2006/07 Budget

E – Regularity & Governance (3) 2003/04

Ref	Action Point / Implication	Department / Head of Service	Explanation for delay	Risk Grading	Original implementation date	Revised implementation date
6	The DMR procedures manual should be reviewed to ensure the content is still relevant and then formally issued to staff.	Head Of Strategic Finance	Low priority as the financial ledger is the main tool for budget monitoring i.e. not DMR. The procedures for operating the system have not changed; therefore it is unlikely that delaying the implementation of this recommendation will have any	Low	31 December 2004	Head of Strategic Finance to discuss with Audit Scotland whether this point is still relevant
9	Procedures whereby AFAs perform a periodic review of the DMR supplier masterfile should be formalised. Furthermore, a supplier naming convention should be implemented to reduce the risk of duplicate suppliers being created.	Head of Strategic Finance	Low priority and not attended to as yet - the Payables system is the main control re vendors and no problems have been reported.	Low	31 December 2004	Head of Strategic Finance to discuss with Audit Scotland whether this point is still relevant