

**Action Points Behind Schedule – Internal Audit****A – Review of the Prudential Code**

<b>Ref</b>	<b>Action Point / Implication</b>	<b>Department / Head of Service</b>	<b>Explanation for delay</b>	<b>Risk Grading</b>	<b>Original implementation date</b>	<b>Revised implementation date</b>
5	Business plans have only been done for a limited number of projects. There is a need to develop an approach to business case and option appraisal for all projects that reflects robust estimates at the outset.	Head of Strategic Finance	The work on developing an approach in respect of producing business plans is ongoing. The decision to include block allocations rather than specific projects in the capital programme when it was approved in December 2005 removed the urgency in finalising the approach to this topic. CIPFA in Scotland is looking to produce detailed guidance on Options Appraisal which will be incorporated into the approach to business plan being developed. The recent Audit of Best Value will require changes to the Corporate Plan and again these changes will need to be reflected in the approach to business planning.	Material	30 November 2005	30 June 2006

**B – Best Value Review 2004/05**

<b>Ref</b>	<b>Action Point / Implication</b>	<b>Department / Head of Service</b>	<b>Explanation for delay</b>	<b>Risk Grading</b>	<b>Original implementation date</b>	<b>Revised implementation date</b>
9	The agreed actions from this review have not been fully implemented or reported on.	Head of Legal & Protective Services	The report on the Scrutiny Review of Legal Services has been prepared by the Head of Legal & Protective Services and is currently being reviewed by the Director of Corporate Services. The report is scheduled to be presented to SPC in March 2006.	Material	31 January 2005	22 March 2006
10	A Voluntary Sector Policy Group was to be created. To meet regularly to produce a Code of Conduct for Volunteers for the Council and a report for senior management detailing outcomes of the 10 point plan.	Head of Community Regeneration	The Voluntary Sector Policy group has now been meeting for 2 years. The Group has produced a Code of Conduct on Volunteering for the Council.  The Group are currently preparing a report of the outcomes of the 10 point action plan for the SPC in June 2006	Material	31 December 2005	30 June 2006

**C – Review of Leisure Services Procurement**

Ref	Action Point / Implication	Department / Head of Service	Explanation for delay	Risk Grading	Original implementation date	Revised implementation date
3	Poor security at Victoria Hall in Campbelltown	Head of Facility Services	Procedures to be revised as part of Aqualibrium set-up.	Material	8 November 2005	31 May 2006

**D – Review Of Performance Indicators 2004-2005**

Ref	Action Point / Implication	Department / Head of Service	Explanation for delay	Risk Grading	Original implementation date	Revised implementation date
1	Children's Services PI 12 - Social Background Reports - The Service needs to ensure that Helensburgh Area Records are kept to the same standard as other Areas	Head of Children & Families via Area Service Manager	I have just recently been appointed as Area Manager. The following actions have been taken to address the audit recommendation. Discussions with the Team Leaders to create a more suitable staffing structure. A workload management tool is to be introduced so that workloads remain at a manageable level. Staff training is currently being developed. These improvements will allow long term work to be undertaken and at the same time meet the requirements of the audit recommendation.	Material	1 August 2005	31 July 2006

**E –Review of the Progress of the Joint Future Agenda**

<b>Ref</b>	<b>Action Point / Implication</b>	<b>Department / Head of Service</b>	<b>Explanation for delay</b>	<b>Risk Grading</b>	<b>Original implementation date</b>	<b>Revised implementation date</b>
6	Corporate and political governance arrangements require further development. Ditto for joint clinical/service governance systems and clinical risk assessment and management systems.	Head of Integrated Care	With the support of the Joint Improvement Team of the Scottish Executive a draft framework was developed at a Joint Strategic Conference in November 2005 and is now to be considered by the Joint Strategy Group on 7 <sup>th</sup> April 2006.	Material	3 June 2004	7 April 2006