

ACTION PLAN – REGULARITY & GOVERNANCE 2000/2001

Page/P ara Ref	No	Recommendation	Responsible Officer	Action	Date	Situation as at 12 th May 2003
		Internal Audit				
10/8	4	Management should consider the appropriateness of the staffing structure of internal audit. <i>Priority: Medium</i>	S. McGregor	The Council recently reviewed the structure of Internal Audit and entered into a partnership for Internal Audit with KPMG for a 3-year period. It is not proposed to review the structure prior to the end of the partnership.	January 2005	Will be reviewed nearer the implementation date
11/11	6	Management should consider the relative independence of internal audit and current reporting lines. <i>Priority: Medium</i>	S. McGregor	Internal Audit has access to the Director of Finance, the Chief Executive and the Chairman of the Audit Committee. However this will be reviewed at the termination of the Internal Audit partnership with KPMG	January 2005	Will be reviewed nearer the implementation date
		Unified Benefits System				
13/27	14	The Benefits System should be reconciled with the financial ledger on a monthly basis. <i>Priority: High</i>	J. Preston	Agreed	November 2002	This has not been possible due to absence of suitable reports from the I-world system. The reconciliation will be performed as soon as reports are available.

APPENDIX 3

Page/P ara Ref	No	Recommendation	Responsible Officer	Action	Date	Situation as at 12 th May 2003
13/28	15	Consideration should be given to standardising the rotation of staff duties across all area offices. <i>Priority: Medium</i>	J. Preston	Matter will be considered	Feb 2003	This will not be possible until the new structure is in place
14/29	16	Consideration should be given to conducting a data matching exercise for all Council employees. <i>Priority: Medium</i>	J. Preston	Assess feasibility with Corporate Personnel and Payroll.	Jan 2003	This exercise will not be possible as advised by the Council's Data Protection Officer.
14/30	17	Every effort should be made to improve communication and co-ordination between departments with regard to benefit fraud investigations. <i>Priority: Medium</i>	J. Preston/ K. MacLeod	Agreed	November 2003	Some progress has been made and will be fully resolved when the new structure is in place.
14/31	18	The Council should confirm whether the requirements of the Verification Framework remain applicable to the Council. <i>Priority: Medium</i>	J. Preston	Agreed	November 2003	Currently applicable and will be further reviewed nearer the implementation date.