
ACTION PLAN – REGULARITY & GOVERNANCE 2000/2001

Page/P ara Ref	No	Recommendation	Responsible Officer	Action	Date	Update as at 30/06/03
		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	As reported previously in May, regular reconciliation could not take place due to a lack of suitable reports being produced from the I – world system. Currently an attempt to reconcile on a regular basis is being made.

APPENDIX 3

Page/P ara Ref	No	Recommendation	Responsible Officer	Action	Date	Update as at 30/06/03
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	Still ongoing at present but the process will be assisted when a Document Management System is introduced in September 2003.
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	The Data Protection Officer has advised that this exercise is not possible.