

Recommendations Overdue 30 April 2017

ACTION PLAN NO:	WEAKNESSES/GOOD PRACTICE: GRADE:	AGREED ACTION:	DATES:	COMMENT/EXPLANATION:	PYRAMID: RESPONSIBLE OFFICER:
DEPARTMENT	CHIEF EXECUTIVE'S UNIT				
SERVICE	STRATEGIC FINANCE				
REPORT NAME	<u>STRATEGIC FINANCE - DEPARTMENTAL SUPPORT 2016/17</u>				
5	Elements of the budget preparation process are not formally documented. MEDIUM	A budget preparation guidance documentation will be prepared which incorporates existing individual guidance	31 March 2017 31 August 2017	Progress has been made and work is on-going however requirement to reschedule due to resourcing issues.	Delayed but rescheduled Finance Manager - Departmental Support
7	Trend analysis and unit costing are not commonly used in the budget monitoring and budget preparation process. MEDIUM	Where appropriate Unit Costing and Trend analysis will be incorporated into routine processes	31 March 2017 31 August 2017	Progress has been made and work is on-going however requirement to reschedule due to resourcing issues.	Delayed but rescheduled Finance Manager - Departmental Support
8	Guidance issued to budget holders has not been reviewed since 2013/14. LOW	Guidance will be reviewed and updated where appropriate.	31 March 2017 30 June 2017	Progress has been made and work is on-going however requirement to reschedule due to resourcing issues.	Delayed but rescheduled Finance Manager - Departmental Support

DEPARTMENT DEVELOPMENT & INFRASTRUCTURE SERVICES

SERVICE ROADS & AMENITY SERVICES

REPORT NAME REVIEW OF ALL-WEATHER FACILITIES - 2016/17

1	Consideration should be given to future delivery model(s). HIGH	A formal options appraisal is carried out with regard to the operational and management model for each site severally and together. The appraisal should have regard to the list of principles identified in the Internal Audit report and be reported for decision to the EDI Committee.	30 April 2017	At the Council meeting on 20 April 2017 it was agreed that the group of 3G pitches not covered by existing management and maintenance arrangements be included in the Leisure Charitable Trust. Internal Audit will undertake additional follow-up work to assess whether the issues arising from findings are addressed in any new arrangements	Superseded Head of Roads and Amenity Services
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2	The Council did not actively manage Lease/ Minute of agreements in respect of stipulated terms and conditions. HIGH	Subject to the outcome of the options appraisal above, as required site leases be prepared and management agreements for each site be established setting out the roles and responsibilities of each party. As required arrangements for an annual review of the agreements and accounts be agreed.	30 April 2017	This action has been superseded following Council's decision to transfer the maintenance and management of 3G pitches to the Leisure Charitable Trust. Internal Audit will undertake additional follow-up work to assess whether the issues arising from findings are addressed in any new arrangements.	Superseded Operations Manager, Roads and Amenity
3	Arrangements were not put in place to recover monies due to the Council, namely rental income and Spend to Save repayments. HIGH	Subject to the outcome of the options appraisal and lease/ management agreements, the annual review of the agreements will include confirmation of receipt of all due payments from 3 rd Parties	30 April 2017	This action has been superseded following Council's decision to transfer the maintenance and management of 3G pitches to the Leisure Charitable Trust. Internal Audit will undertake additional follow-up work to assess whether the issues arising from findings are addressed in any new arrangements.	Superseded Operations Manager, Roads and Amenity
3	There is an inconsistent approach to the application of Hire charges. HIGH	Subject to the outcome of the options appraisal above, any lease/ management agreement must clearly specify consistent terms for when charging applies (n.b. actual charges may vary dependent on the decisions of the managing organisation).	30 April 2017	To be included as part of the governance arrangements for the Leisure Charitable Trust. Internal Audit will undertake additional follow-up work to assess whether the issues arising from findings are addressed in any new arrangements.	Superseded Operations Manager, Roads and Amenity
7	Engagement with key stakeholders post construction phase is deemed poor. HIGH	Subject to delivery model, any lease / service level agreement will define contact and engagement protocols which will be monitored and reported on accordingly	30 April 2017	Lease and management arrangements to be picked up under the Leisure Charitable Trust. Internal Audit will undertake additional follow-up work to assess whether the issues arising from findings are addressed in any new arrangements.	Superseded Operations Manager, Roads and Amenity