

STATEMENT ON INTERNAL CONTROL 2004/05: SUPPLEMENTARY ACTION PLAN

APPENDIX B

Rec. No.	Rep. Ref.	Priority	Recommendation	Action Agreed	Responsible Officer('s)	Target Date	Comments
1	SIC Para 5	P1	The Risk Management Group needs to meet at least quarterly and operate to its approved terms of reference.	As recommendation	T Chilcott Corporate Director Quality of Life	First meeting before 31/7/05	Risk Management Group to be relaunched with new membership.
2	SIC Para 5	P1	The draft Disaster Recovery Plan should be developed into a Business Continuity Plan, be approved and tested.	As recommendation	S Borwick Head of Finance & Business Development	31/3/06	With Corporate Team involvement
3	SIC Para 5	P1	A corporate resource plan should co-ordinate the resources needed for key projects to ensure there is the capacity to deliver to timescale.	As recommendation	H Mitchell Head of Policy & Performance	31/3/06	With Corporate Team involvement
4	SIC Para 5	P1	Budget holders' job profiles should set out accountability for their budgets and express clearly their financial responsibilities.	As recommendation	Corporate Team with H Mitchell leading	30/9/05	Quality check of job profiles to check accountability.

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5	SIC Para 5	P1	Following implementation of the restructure, Heads of Service will review any outstanding 2004/05 key objectives and take these forward in the 2005/06 service plans.	As recommendation	Corporate Team	31/7/05	
6	SIC Para 5	P2	When the revised Security Policy is approved, all employees should be required to say they have read, and will comply with, the Policy [not just new recruits].	As recommendation	Corporate Team with S Borwick leading	30/9/05	
7	SIC Para 5	P2	Improvements need to be made in the speed of both raising and recovering Sundry Debts, together with the standard of evidence of debt.	As recommendation	Corporate Team with S Borwick leading on raising of Sundry Debts and J Salt leading on recovery	31/12/05	

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8	SIC Para 5	P2	A central record of employee and member training undertaken should be maintained to monitor progress against the Corporate Training Plan.	As recommendation	H Mitchell Head of Policy & Performance	31/12/05	
9	SIC Para 5	P2	Progress against Departmental Service Plans will be monitored by the Chief Executive and relevant Director.	As recommendation	J Stanforth Chief Executive, T Chilcott Corporate Director Quality of Life, F McMorrow Corporate Director Economic Prosperity & Sustainability	Monitoring meetings to start before 31/7/05	

ref: s:2005\audits\corporate governance 2004 05\SIC 2004 05 Supplementary action plan.xls
20/06/05