

STATEMENT ON INTERNAL CONTROL 2005/06: 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 revised Health & Safety Policy should be approved and implemented. | Draft to be considered by Executive | Len Glead | 31/8/06 | |
| 2 | SIC Para 5 | P2 | Quarterly performance discussions held with the Service Heads and Directors should be formally documented and available for review. | Electronic record to be made of each discussion and lodged on common drive | Hilary Mitchell | 31/7/06 | |
| 3 | SIC Para 5 | P2 | There needs to be full compliance with the revised Complaints Procedure issued in October 2005. Further training to be given on this. | Review of procedure to enable greater compliance, and training to be made available | Jane Salt | 31/12/06 | |
| 5 | SIC Para 5 | P2 | The development of the Corporate Training Plan needs to be timed to link to Employee Development Interviews. Training expenditure needs to be directly related to business objectives. | Revisit draft from training plan following EDIs | Hilary Mitchell | 30/9/06 | |

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09/05/06