

Appendix 1 – Action plan

Recommendations

Recommendation 1

Shared Services: the council should review the way it accounts for shared services to simplify the accounting process.

Responsibility Executive Director of Finance and Corporate Resources

Priority High

Date November 2012

Comments A workshop is to be organised in the new year with internal finance staff and external audit to review the way that we account for the shared service. The issue of ensuring that each organisation funds an accurate proportion of the costs associated with the services provided will be important and focused on during the session. The resulting framework should ensure that officers on both sides are happy and understand the approach and that this can be presented to members as part of the financial monitoring reports.

Recommendation 2

Risk Management Arrangements: more robust risk management arrangements should be put in place. This should include a corporate risk register highlighting risks and mitigating actions

Responsibility Executive Director of Finance and Corporate Resources

Priority High

Date November 2012

Comments Officers have already commenced development of departmental risk registers for consideration by members at future Audit Board meetings. The registers will be updated on a quarterly basis and reported via management teams to ensure that actions are put in place to mitigate risk to the authority in delivery of services. Individual registers and action plans will be reported to the Committee at each meeting.

Recommendation 3

Internal Audit: The scope and delivery of internal work should continue to be monitored.

Responsibility Executive Director of Finance and Corporate Resources

Priority Medium

Date November 2012

Comments The Executive Director Finance and Resources has regular meetings with the Internal Audit manager to track progress on the delivery of the Audit Plan. It is understood that the team have been resourced to full capacity to ensure delivery of the required Audits. The Audit manager will continue to present performance reports to this Committee at each meeting to address concerns and demonstrate actions undertaken.

Recommendation 4

Financial reporting: the transparency of financial reporting should be improved, in particular detail around planned savings across the Council and in year monitoring of the delivery of these.

Responsibility Executive Director of Finance and Corporate Resources

Priority High

Date November 2012

Comments The budget monitoring reports will be reviewed for 2013/14 to ensure that officers and members can identify savings being delivered. The review will include consideration of any revised reports by the External Auditors to ensure that the level of detail is appropriate for the future financial planning of the Council.

Recommendation 5

Housing benefits transformation: the Council should formally review the progress of the transformation review and consider the next steps to bring the review to a close

Responsibility Executive Director of Finance and Corporate Resources

Priority Medium

Date November 2012

Comments The benefits transformation is still ongoing with the current focus on the link with our housing providers to ensure that full support and advice is given to our customers. The teams continue to gather the demand and are looking to work with our partners to provide a more comprehensive service to residents to ensure that income is maximised. The management team and Shared Service Board receive regular updates and presentations on the enhancements and improvements to the service and any changes to service provision will be based on clear evidence that the changes will provide a better service to the customer.
