Implementation of Internal Audit Recommendations: Summary of Progress
Report by Director of Change Management and Resources

Summary:	This report updates members on progress in implementing Internal Audit recommendations arising out of audits carried out since 2008/09.
Recommendation:	That the report be noted.

1 Introduction

1.1 It has been agreed that this Committee will receive a regular update of progress made in implementing Internal Audit report recommendations, focusing on outstanding recommendations and including timescales for completion of any outstanding work.

1.2 This report summarises the current position regarding recommendations arising out of internal audit reports which have been produced since 2008/09. It sets out in the appendix details of:

- recommendations not yet implemented;
- recommendations not implemented at the time of the last meeting which have since been implemented: and
- new recommendations since the last meeting.

2 Summary of Progress

2.1 There has been no change in the position since the last meeting of this Committee in December. Consequently three recommendations remain outstanding, the details of which are set out in the Appendix. Two of these relate to Medium priority recommendations, and one to a Low priority recommendation. The two Medium priority recommendations are in progress.

3 Internal Audit Programme 2011/12

3.1 The Key Controls audit is underway at the time of writing this report. A verbal update of any feedback received will be made to the Committee, and full details presented at the next meeting.

Background papers: None

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Date of report: 29 January 2013

Broads Plan Objectives: None

Appendices: APPENDIX 1 – Summary of Actions/ Responses to Internal
                             Audit Recommendations 2008/09 – 2012/13

Summary of Actions/Responses to Internal Audit Recommendations 2008/09 – 2012/13

Toll Income: January 2009

	Recommendations	Priority Rating	Responsible Officer(s)	BA Response/Action	Timetable
1.	**Policies and Procedures** Management should compile written procedures for all aspects of toll income, e.g. identification, receipt, banking and the collection of unpaid tolls, including timescales for taking action.	M	Head of ICT and Collector of Tolls	Partially completed. A draft set of policies and procedures have been drawn up and a Tolls Handbook created. The draft policies will be finalised by the revised target date.	By 30/11/10 Revised Target Date: 31/12/12

IT Governance and Strategy: October 2010

	Recommendations	Priority Rating	Responsible Officer(s)	BA Response/Action	Timetable
2.	**Job Descriptions require review** Management should ensure that the minor changes that certain job descriptions require are implemented as soon as possible.	L	Head of ICT and Collector of Tolls	Still outstanding. A more significant change to job roles is required as a result of the decision to make one post redundant on 30 April 2011.	By 31/3/11 Revised Target Date: 31/12/12

Planning: October 2011

	Recommendations	Priority Rating	Responsible Officer(s)	BA Response/Action	Timetable
1.	**Policies and Procedures** All planning policies and work instructions should be reviewed and updated to take account of current working practices, responsibilities and the functionality enabled by the CAPS planning system. Documents should be subject to periodic review.	M	Head of Development Management	Partially completed. A review of all policies and working practices is underway, and will be documented.	31 March 2012 Revised Target Date: 31/3/13