

SUMMARY OF RECOMMENDATIONS AND MANAGEMENT RESPONSES FROM INTERNAL AUDIT REPORTS
ISSUED QUARTER 1, 2011/12

Report Reference	Recommendation	Risk Rating¹	Responsible Officer	Management Response and Target Implementation Date
Internal Audit of Human Resources and Payroll ICT Application – 30 June 2011				
6.1	A formalised single service agreement for the HRMS system should be sought with Warwickshire County Council encompassing service standards for both the payroll and human resource management functions.	Medium	Head of Finance/ Head of Corporate & Community Services	More formalised contract and service arrangements should be put in place as part of the introduction of Oracle to replace Snowdrop. December 2011.
6.2	Formal arrangements for monitoring, review and reporting against agreed service standards for the HRMS system should be considered along the lines of those advocated in the draft Partnership Agreement.	Medium	Head of Finance/ Head of Corporate & Community Services	To be agreed as part of the contract and service arrangements. December 2011.

¹ Risk Ratings are defined as follows:

- Low - Minimal adverse impact on achievement of the Authority's objectives if not adequately addressed.
- Medium - Moderate adverse impact on achievement of the Authority's objectives if not adequately addressed.
- High - Requires urgent attention with major adverse impact on achievement of Authority's objectives if not adequately addressed.

Report Reference	Recommendation	Risk Rating ¹	Responsible Officer	Management Response and Target Implementation Date
Grants to Voluntary Organisations – 13 June 2011				
<p>The assessment concluded that the current arrangements for making grants to voluntary organisations are well managed from a financial control point of view but less so in demonstrating that supporting some of the organisations has specifically contributed to achieving the Council’s objectives. The review concluded that the introduction of a new integrated grants scheme should offer significant improvements all round particularly with regard to demonstrating value for money and that the work undertaken by voluntary organisations contributes directly to the council’s priorities and objectives. The audit noted that the current transitional arrangements for the payment of grants have been approved by the council but they are very informal in that in most cases no formal agreements exist. On that basis the audit was able to provide a MODERATE degree of assurance that the systems and procedures in place to manage the payment of grants to voluntary organisations are appropriate and working effectively. No recommendations arose from the audit.</p>				
St Nicholas Park Leisure Centre: Cash and Security – 30 June 2011				
4.1	<p>Procedures agreed to control refund/void transactions should be strictly adhered to, including:</p> <ul style="list-style-type: none"> • where practicable only the duty supervisor enters refund/void transactions, and; • the duty supervisor ensures that the refund/void slips for all transactions are retained with the end-of-shift cashing up documentation along with the corresponding till receipts where available. 	Low	Centre Manager (SNPLC)	<p>Supervisors instructed , that only they are to do the refund/voids. August 2011.</p> <p>All refund slips are signed and stapled to the end of shift sheet. August 2011.</p>