

**Summary of Recommendations and Management Responses from Internal Audit Reports
issued Quarter 1, 2022/23**

Report Reference	Recommendation	Risk Rating ¹	Responsible Officer	Management Response and Target Implementation Date (TID)
Corporate Governance: Council's involvement with external bodies and organisations – 3 May 2022				
4.3.1	A central database of Officer appointments should be collated and shared amongst the Monitoring Officer and the Deputy Monitoring Officer.	Low	Deputy Monitoring Officer	Agreed to implement. TID: September 2022
4.5.1	A brief summary should be published on the Council website relating to each external body and the work that they carry out and/or the benefits that their work brings to the community.	Low	Deputy Monitoring Officer	Agreed that this should be completed by the Annual Review, so that this is in place for the new council. TID: March 2023
Gas and Electrical Safety Checks – 23 May 2022				
4.4.1	The contractor should be reminded to sign and date all void safety certificates.	Low	Contract Administrator	TID: Immediate, (at next Contract meeting)

¹ Risk Ratings are defined as follows:

- High: Issue of significant importance requiring urgent attention.
Medium: Issue of moderate importance requiring prompt attention.
Low: Issue of minor importance requiring attention.

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4.4.2	The number of monthly no-access cases should be included in the progress meeting minutes.	Low	Contract Administrator	TID: Immediate, (at next Contract meeting)
4.6.2	Common issues identified in the contractor's inspection log should be given a formal agenda item at progress meetings.	Low	Contract Administrator	TID: Immediate (at next Contract meeting)