

CURRENT IMPLEMENTATION POSITION FOR LOW AND MEDIUM RISK RECOMMENDATIONS
ISSUED IN QUARTER 3 2013/14

RECOMMENDATIONS	INITIAL MANAGEMENT RESPONSE incl. PLANNED IMPLEMENTATION DATE	CURRENT STATE OF IMPLEMENTATION PER MANAGER
Financial Planning and Budgetary Control – 21 November 2013		
The Code of Financial Practice provisions should be revised to remove any ambiguities concerning the definition of virements and the circumstances where Member approval is required.	<p><i>Head of Finance:</i></p> <p>The Financial Code of Practice will (most likely) next be revised in 2014, after next year's Budgets have been finalised. As the recommendation relates to an "ambiguity" rather than a material monetary risk to the Council, it is proposed to incorporate this amendment then.</p> <p>Spring 2014.</p>	Priority is currently being given to updating the Code of Procurement Practice. The CoFP update should follow this in 2015.

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Climate Change – 31 December 2013		
The climate change entry in the Significant Business Risk Register should be updated with reference to 'Climate Change Strategy' removed and the likelihood rating re-evaluated.	<p><i>Senior Management Team:</i></p> <p>The lack of a strategic programme represents a failure to meet policy objectives but does not in itself constitute a serious business risk.</p> <p>Service Areas have Adaptation Action plans and actual risks from climate change (such as flooding) are addressed in Business Continuity and Emergency Plans.</p> <p>It is correct to highlight that SMT needs to review what needs to be entered into the Significant Business Risk Register.</p> <p>No target implementation date given.</p>	<p>The SBRR has been revised to take account of this.</p> <p>The strategic approach is being developed – see below.</p>
A corporate strategic management programme should be developed based on a 'climate ready' vision to be achieved by a specified point in time.	<p><i>Head of Health and Community Protection:</i></p> <p>The Sustainability Officer was tasked with bringing a report to Executive in Feb 2014 on a Climate Change Strategy. With this post being vacant this will not now be possible, within the timescale. When a new person is appointed a target date for refreshing the strategy and reporting it to Executive will be agreed.</p> <p>Status to be reviewed in March 2014.</p>	<p>The new Sustainability Officer has been in post since the end of April 2014.</p> <p>A report on the strategic approach is in the Executive Forward Plan for Feb 2015. A briefing report is being brought to SMT on 5th November.</p>

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Management should consider signing up to Climate Local.	<i>Head of Health and Community Protection:</i> Climate Local provides a good background for a strategic approach. A review of this and whether to recommend its adoption by the Council will be conducted when the new Sustainability Officer is appointed. Status to be reviewed in March 2014.	This is being reviewed within the overall corporate strategic approach.
The status of local partnership frameworks that can support the Council in its climate change programme should be investigated.	<i>Head of Health and Community Protection:</i> A review of this will be conducted when the new Sustainability Officer is appointed. Status to be reviewed in March 2014.	In progress within the overall strategic approach.
Recruitment and Selection, Terms and Conditions – 22 November 2013		
Relevant policy documents should be reviewed to ensure that they are still accurate, with a review of electronic links being performed to ensure that they point to the correct documents.	<i>Senior HR Officer(s):</i> Agreed. However, this is a low priority for HR at the moment, pending the recruitment of a new HR/OD Manager. Following HR/OD Manager appointment.	Completed. As part of an ongoing policy review.

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An appropriately trained member of staff should be part of each interview panel.	<i>Senior HR Officer(s):</i> Agreed. A log is maintained of staff that have received recruitment training. This will be double-checked to ensure that staff have attended the training before being allowed to undertake interviews. Immediate effect.	1 day training is provided regularly throughout the year for new managers with the organisation and as a refresher for existing managers. We have a log of managers who have been trained, for those who haven't a member of HR will support.
Relevant staff should be reminded of the need to ensure that accurate information is presented in reports to Members, with HR being added as a consultee as appropriate to ensure that the post details accurately reflect what is shown on the establishment.	<i>Senior HR Officer(s):</i> Agreed. HR staff will aim to ensure that they see all relevant draft Employment Committee reports before they are finalised so that post numbers are titles can be checked. Immediate effect.	HR recommend and work with Managers for any amendments/additions to posts and attend Employment Committee to ensure any support on narrative and rationale where required.
Corporate Health and Safety – 6 December 2013		
Periodic payslip reminders to employees on the requirement to hold car insurance with business travel cover should be reintroduced and made suitably prominent.	<i>Head of Health and Community Protection / Safety Adviser:</i> H&S Advisor to contact Finance and HR regarding this issue. January 2014.	Done.

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In accordance with the Health and Safety Policy Section 5.10 Paragraph 4.5, individual checks on employees' driving licence, MOT and insurance documentation should be instituted with particular emphasis on those claiming high mileage amounts.	<i>Senior Management Team:</i> No response.	Reminders to be issued with Payslips on an annual basis. Random checks on licences to be implemented. Needs further discussion at SMT to ensure implementation.
Consultations should be instituted with a view to factoring health and safety matters into general Member training and to identify and address any specialist needs for Employment Committee as part of the programme to be implemented for the new Council in 2015.	<i>Democratic Services Manager / Safety Adviser:</i> Induction presentation available (DSM to arrange). DSM advised that Members / Trade Unions Joint Consultation & Safety Panel also needs to be covered. Following 2015 Council elections.	Induction session is available. Also obtained example training from external provider. To be completed following 2015 elections – training provider being sourced.
The format of the annual report should be reviewed with consideration given to emphasising the effectiveness of the management system based on performance against clear goals.	<i>Head of Health and Community Protection / Safety Adviser:</i> To be considered as part of formulation of the 2013/14 Annual Report. September 2014.	Completed.

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Management of the Virtualised Server Environment – 16 December 2013		
The current assignment of user accounts to the Administrator vCenter server/ESXi role should be reviewed and revised as necessary to ensure that only those accounts with a genuine operational need are assigned with full administrative privileges for the vSphere environment.	<i>Andy Walsh, Database Administrator:</i> Undertake review as per recommendation. 31 st March 2014.	Action Complete: Local administrators have been removed from vCenter admins group and only explicitly defined Administrators with genuine operational need now have access to vCenter.
The current configuration of the Alarms facility within vCenter server should be reviewed to ensure that all key events that may adversely affect users result in a trigger being invoked and notifications being issued by email to the VMWare administration staff.	<i>Andy Walsh, Database Administrator:</i> Undertake review as per recommendation. 31 st March 2014.	Action Complete: vCenter alarms will now be checked twice a day as part of the Weekly Backup procedure. Some key alarms have now been updated to send emails to the Infrastructure team, new alarms that require an email to the infrastructure team will be added as required.