

IMPLEMENTATION POSITION OF LOW AND MEDIUM RISK RECOMMENDATIONS
ISSUED QUARTER 1 2012/13

RECOMMENDATIONS	INITIAL MANAGEMENT RESPONSE incl. PLANNED IMPLEMENTATION DATE	CURRENT STATE OF IMPLEMENTATION PER MANAGER
Insurances – 30 June 2012		
A formal process should be implemented to advise the Insurance Officer of relevant changes to services.	<i>Insurance Officer:</i> This will be raised with the Head of Finance to raise at SMT and an item will be prepared for Core Brief so that all staff are aware of the need to flag up any changes. September 2012.	Head of Finance to raise orally at SMT. Staff informed through Core Brief.
Estate Management – 25 June 2012		
Meetings between the Senior Estates Supervisor and the Estate Supervisors should take place on a regular basis at Riverside House.	<i>Senior Estates Supervisor:</i> Meetings are now booked in every 3 months the first one took place 25/05/2012 and the next meeting is scheduled for 24/08/2012. Already implemented.	Implemented – no further response required.
An up to date inventory of furniture and equipment should be compiled and a copy forwarded to the Insurance Officer. Once compiled it should be updated and forwarded at least annually.	<i>Senior Estates Supervisor:</i> Visit sites and log equipment onto current inventory document and passed to Insurance officer. 31 July 2012.	Inventory completed and updated to include new equipment, this has been stored now in a central location so that it can be updated and Christine also can access easily. Will review annually or when new equipment purchased

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<p>The Senior Estates Supervisor should remind all of the Estate Supervisors of the importance of using the Tunstall lone worker system, regularly monitor compliance and take appropriate action if any of them persistently fail to use the system.</p>	<p><i>Senior Estates Supervisor:</i> Staff were reminded via e-mail and at the team meeting in May I will be getting another report at the end of this month to ensure compliance. 02/07/2012 for next report – after that ongoing random checks.</p>	<p>These are randomly being accessed and Heather Kyttle is providing these as requested, last one requested 20/05/2013</p>
<p>Outdoor Recreation Facilities – 24 May 2012</p>		
<p>The new contract specifications should include appropriate detail regarding the duties expected of the attendants at the relevant facilities.</p>	<p><i>Events Management Officers & Green Space Development Officer:</i> The attendant duties should be detailed out within the new contract when it comes to cash handling & the selling of tickets. When the new contract is awarded, an operating procedure for cash handling will be developed for attendants (by the responsible officers detailed) to sit within the new contract. April 2013.</p>	<p>English Landscapes are the new contractors and have a set cash handling policy for their staff. The only cash handling that the Landscape Group staff are responsible for are 'pay and play' bowls income during the summer and 'pay and play' Edmondscote athletics track income.</p>
<p>The Edmondscote Athletics Track season ticket application form should be amended to show the correct winter season discount (60%) as agreed by Executive.</p>	<p><i>Events Management Officer:</i> The 2012/13 form has been amended to reflect the percentage discount as agreed within the fees and charges. The new form will be uploaded to the web page. August 2012.</p>	<p>The 2013/14 discount for the Edmondscote season ticket fee is 50% - this has been amended on the application form.</p>

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<p>Guidance should be reissued to Glendale attendants, advising them how to complete the weekly payment sheets.</p>	<p><i>Events Management Officer:</i> The Events Management Officer will pass on audit findings to the contract managers to report back to their weekly contract meetings. The Events Management Officer will also speak with the contractor supervisor to ensure their attendants are more thorough when it comes to inputting ticket data. August 2012.</p>	<p>The Events Management Officers to confirm with the Landscape Group the importance of filling in the weekly sheets for audit purposes. Liaison with WDC finance department to ensure sheets are being filled in properly.</p>
<p>Checks performed by Finance staff should be evidenced on the returns provided by the contractor.</p>	<p><i>Assistant Accountant:</i> Agreed. Checks performed (now undertaken by a different staff member) are being annotated on the documentation held. Complete.</p>	<p>Implemented– no further response required.</p>

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<p>All invoices should be raised at the correct rates, with notes being maintained to cover any agreed variations to the prices published or amendments to the original bookings.</p>	<p><i>Events Management Officer & Business Support Officer:</i></p> <p>Invoicing for the 2012/13 season will include details on the booking sheets to indicate any reasons for discounts on hourly fees or non charge for areas such as Pavilion hire, floodlights or PA system.</p> <p>The business support team will be taking on a more active role in the hiring and invoicing of the athletics track and a more standard approach will be made.</p> <p>August 2012 & ongoing.</p>	<p>The business support team to pick up on all sports invoicing e.g. Football, track, cricket & bowls. Invoicing to be carried out as per fees and charges with any variations on the fees to be clearly marked with accompanying reasons why.</p>
<p>Newbold Comyn Leisure Centre – 22 May 2012</p>		
<p>All orders placed should be fully and accurately priced as far as possible and include carriage.</p>	<p><i>Centre Manager:</i></p> <p>Manager to add carriage & up date prices when ordering products.</p> <p>May 2012.</p>	<p>As from April 2013 I have included carriage in all purchase orders and updated all price lists.</p>
<p>Management spot-checks of the petty cash should be undertaken and evidenced on the log sheet held.</p>	<p><i>Centre Manager:</i></p> <p>To be checked at 1 to 1's monthly and signed by senior manager.</p> <p>Next 1-1 meeting.</p>	<p>As from April 2013 I have regular one-to-ones with my manager, the petty cash is checked and signed on the day and recorded on the log sheet held at Newbold.</p>

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All invoices should be raised at the correct rates, with particular focus being given when new fee periods come into effect.	<p><i>Centre Manager:</i> Fees & charges to be checked and corrected when raising invoices. May 2012.</p>	As from April 2013 all invoices will be raised with the correct rate as stated in the new Fees & Charges.