

**SUMMARY OF RECOMMENDATIONS AND MANAGEMENT RESPONSES FROM INTERNAL AUDIT REPORTS
ISSUED QUARTER 1, 2014/15**

Report Reference	Recommendation	Risk Rating¹	Responsible Officer	Management Response and Target Implementation Date
Corporate Procurement – 6 June 2014				
4.2.4	A fundamental review of the Procurement Strategy should be undertaken with a view to instilling a 'road map' approach and SMART principles, and the resultant revised document submitted to Executive for adoption.	Medium	Deputy Chief Executive (AJ) / Head of Finance	The Strategy is being reviewed and updated along with all the other key procurement policies. December 2014 Executive.
4.3.6(1)	Respective roles of Members and senior managers in the strategic leadership of procurement should be clarified and correctly represented in the revised Procurement Strategy and the Significant Business Risk Register as applicable.	Medium	Deputy Chief Executive (AJ) / Head of Finance	Roles will be reviewed and clarified as part of the review of procurement policies/documentation. December 2014 Executive. The SBRR responsibility will be reviewed when SMT next consider it. July 2014

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.

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4.3.6(2)	The role of the Procurement Board should be reviewed and codified into agreed terms of reference, ensuring that they appropriately complement and do not conflict with the respective roles of Members and senior managers.	Low	Deputy Chief Executive (AJ)	As the Procurement Board is still in its infancy, the terms of reference still are to be formally agreed. This will be reviewed at the next meeting of the Board. September 2014 TBA.
4.4.2	The Council's Intranet resource should be reviewed and enhanced to secure a complete and accessible purchasing framework that encompasses all corporate sourcing arrangements (including buying consortia and framework agreements) along with details of applicable contact officers	Low	Procurement Manager	Intranet page to be reviewed and updated following agreement of updated procurement policies. January 2015. Feasibility and plan for details of "sourcing arrangements" to be considered. March 2015.
4.4.9	Incorporation of procurement into the corporate Learning and Development Programme and mandatory employee induction training should be explored in consultation with Human Resources.	Low	Procurement Manager	Consideration of procurement training programme and the best way to manage as part induction process being discussed with HR. June 2014.
4.6.9(1)	Monitoring mechanisms should be established in accordance with agreed roles and clear management objectives which in turn should be clearly defined in the Procurement Strategy.	Medium	Head of Finance / Procurement Manager	Being addressed as part of review of procurement policies/documentation. December 2014.

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4.6.9(2)	The formulation of the Procurement Strategy and Action Plan should have regard to the Strategy's role of informing projects relating to procurement represented in the Service Delivery Plans (especially Finance).	Medium	Head of Finance / Procurement Manager	To be reviewed as part of update of Strategy, and clarify where such projects should be detailed having regard to the Contract Register and the Team Operational Plan. December 2014.
4.6.9(3)	Re-introduction of annual team operational plans for the Procurement Team should be considered.	Medium	Procurement Manager	Being produced based on updated Contracts Register and meetings held with budget/contract managers. July 2014.
Banking Arrangements – 24 June 2014				
4.1.4	The Code of Financial Practice should be updated on the council's website, as per the amendment approved by Executive.	Low	Assistant Accountant (Capital & Treasury Management)	The website version of the Code of Financial Practice will be updated to include the amendment. July 2014.
4.3.7	Interest received on the Business Deposit Account should be checked to the council's own calculations on a quarterly basis to ensure that any discrepancies noted can be queried in a timely manner.	Low	Assistant Accountant / Principal Accountant (Capital & Treasury Management)	The actual interest credited to the BDA will be checked against our spreadsheet and any significant discrepancy reported to the Bank. Immediate.

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4.5.7	The old cheque stock should either be used (if they are still valid cheques) or be securely destroyed.	Low	Finance Admin Manager	<p>The old cheque stock does not contain valid cheques and can no longer be used; each box has been clearly marked with an "X" to ensure that they are not issued and they are stored on the top shelf of the cabinet separate to the current valid stock.</p> <p>However, arrangements will be made to ensure that the old stock is securely disposed of / destroyed to remove all risk.</p> <p>July 2014.</p>
Lettings and Void Control – 24 June 2014				
3.2.4	Expansion of the Housing Advice Manual to incorporate Lettings functions should be considered as part of the updating process.	Low	Housing Advice Manager	<p>This has already been considered. A meeting has already taken place with the provider to discuss how this will be taken forward.</p> <p>March 2015.</p>
3.3.4	Staff should be reminded that all retained copies of documents proving identity, residency and household of applicants must be endorsed 'certified true copy' with date and signature.	Low	Housing Advice Manager	<p>The Housing Advice service is currently moving to electronic working. Therefore documents received will be scanned in not photocopied. Measures are being considered as to the risk of not certifying as a true copy and the risks to the Local Authority.</p> <p>December 2014.</p>

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3.4.10	The Council's position should be reviewed with regard to the two Leamington Spa guest houses used for homeless placements in the light of possible VAT irregularities.	Medium	Housing Advice Manager	A review of the temporary accommodation is planned for when the re-structure is in place (September 2014). Steps have already been taken to address the issues with VAT and B&B placement. December 2014.
3.5.5	System alerts or reporting should be pursued to support the scheduling of settling-in visits by ensuring that all applicable tenancy commencements are identified.	Low	Sustaining Tenancies Manager	System to be set up on HPM, in the meantime a spreadsheet will be used to schedule settling in visits. Spread sheet system in place from 1/7/2014.
3.7.4	Specific standards and filing conventions for documentation on mutual exchanges should be considered along with logging of significant events in ActiveH.	Low	Sustaining Tenancies Manager	HPM needs to be set up on ActiveH, the priority will be set by the IT group. December 2014.
Community Leisure Facilities – 27 May 2014				
4.1.3	Folios need to include sufficient levels of detail (i.e. include usage details regarding peak / off-peak and junior / adult bookings) and are consistent in the names used for hirers to ensure that duplicate debtors are not set up.	Low	Operations Managers	Staff at site who compile the folios have been instructed to increase the detail on the folios. Change of address / hirer details will be flagged up to the business support team when the invoice is sent for processing. June 2014.

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4.1.3	Correct prices should be charged for all bookings.	Low	Operations Managers	Errors on folios have now been addressed. The Sports Facilities Area Manager has been emailed and has confirmed that off peak charges will apply at weekends as current usage may suffer if this error is rectified. Usage at weekends is not high and an increase in price would probably prove detrimental. June 2014.
4.1.3	Confirmation of booking and insurance details needs to be obtained regarding the hiring of Meadow Community Sports Centre by the specific user.	Low	Operations Manager (AF / CF)	Supervisors have been tasked to obtain up to date insurance for bookings. July 2014.
4.1.9	Cash collection receipts should be cross referenced to the relevant cash sheets and / or paying in slips at Meadow Community Sports Centre.	Low	Operations Manager (AF / CF)	Cash collection receipts will now be affixed to the daily sheets on the day of the collection which is the procedure at the leisure centres. June 2014.
4.5.4	The inventory for Meadow Community Sports Centre should be updated and purged of consumable items.	Low	Operations Manager (AF / CF)	Supervisor at Meadows is currently updating the inventory. June 2014.

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Documents Store – 10 June 2014				
4.4.7	Consideration should be given to the formulation of a policy on secure document storage such that staff are clear as to which types of documents must be held in the Document Store. A policy should include details of retention periods for the various documents.	Medium	Deputy Chief Executive (AJ) / DMC Team Leader	A policy will be drafted for consultation with the aim of having an agreed policy by the end of the year. 31 December 2014.
4.4.7	Details should be publicised on the Intranet, and included on the DMC pages, of the management arrangements for the Document Store together with instructions for adding new documents and access arrangements covering removing and returning documents.	Medium	DMC Team Leader	Initial dialogue has commenced and a plan is being progressed. 30 September 2014.
4.8.1	Regular inspections of the Document Store should take place to ensure that the log and contents agree and that all documents are in place.	Medium	DMC Team Leader	Regular weekly inspections have now been implemented. 30 June 2014.