

Audit Recommendations - Progress Report - October 2011

Audit	Recommendation	Responsible manager	Implementation date	Completed
Car parks	All unexplained amounts appearing on the transactions listing should be highlighted and analysed by the Streetscene Support Supervisor and Chief Cashier	C Roffey	01 July 2011	Yes
	Discussions should be held with Kings Security to ensure that banked cash amounts can be clearly matched to source (i.e individual car parks and ideally pay and display machines)	C Roffey	01 September 2011	In progress
	The Council should ensure that the incident report is provided by Kings and that it provides reassurance that the loss of cash boxes will not reoccur	C Roffey	01 June 2011	Yes
Financial regulations	a) Procurement Staff should maintain a register of waivers received from departments to ensure that an audit trail can be maintained b) Although the Financial Procedure Rules already state that all waivers should be made in consultation with the Procurement manager, the requirement for all waiver forms to be passed to procurement should also be clearly stated on the waiver request form. This will facilitate the process of maintaining a register	J Kenny	Form 31 July 2011 other next revision of FPR	Form done, Awaiting review of FPR
	a) all waivers should be approved by a member of SLB in accordance with FPR b) All waiver requests should also go to the Procurement manager for consultation	SLB	31 July 2011 with training through 2011/12	Yes

a) It is recommended that FPR be reviewed to include a paragraph regarding Orders for Work, Goods and Services to state that "Orders for works goods and services must be made by the person receiving the the goods or services. Orders must subsequently be authorised in accordance with authorised approvers and their approval limits" b) Instances of non compliance should be monitored and appropriate action taken c) Management should consider introducing a statement where members of staff sign to confirm they have read and understood the Council's FPRs . This can be achieved via a centralised policy acceptance system

J Kenny

To be considered as part of next review of FPR in Dec 2011

Awaiting review of FPR

Supporting People

A copy of the current signed contract or extension between HBBC and Leicestershire (LCC) defining the service levels between both parties should be located and retained by HBBC

C Taylor

01 August 2011

Copies of the current contract extension documents were received by Leicestershire County Council, signed by Hinckley & Bosworth BC and returned 03/08/2011. Copies of which have been retained.

Community Safety	<p>a) Further liasion should be undertaken between the Council and LCC during the supporting people budget process to help minimise variances between forecast and actual LCC income</p> <p>b) The Finance Department should reconcile the actual income received to that expected as per the budget in order to manage expenditure accordingly</p>	D Bunker	01 September 2011 In progress
	<p>a) The Council should ensure that there is a consistency in the information input into the incident date and logged date field. The incident should be the date the complaint was received and the logged date the date the first action was completed . The date of the actual incident should be recorded within the description of the complaint. This will also aid the in the effective monitoring of the days taken to process an incident. b) the Council should ensure that going forward all information is correctly input when initially receiving the complaint</p>	a) S Stacey, b)M Shellard/ J Wykes	01 August 2011 In progress
Enforcement	<p>The Council should ensure that in all cases a closure report is completed and considered by a team leader when reviewing the closure. All Documents should be retained</p>	M Shellard/J Wykes	01 August 2011 In progress
	<p>Conditions/enforcement decisions set at the planning stage should be monitored for key delivery dates This monitoring should be documented for the event that issues with the planning arise at a later date</p>	T Miller	01 January 2012 In progress

The enforcement team should visit 100% of cases within 15 days. Where this is not achieved management should investigate the reason for non-achievement of the target and agree a course of action to ensure that the visit is undertaken at the earliest opportunity

T Miller

01 August 2011 Yes