High Importance Recommendations

Audit Title (Director)	Summary of Finding and Recommendation	Management Response	Action Date (by end of)	Confirmed Implemented
Reported February 2015				
Health and Safety in maintained schools (C&FS)	Internal Audit Service was requested to follow up on a recommendation from a Health and Safety Executive Improvement Notice that full inventories exist of all vehicles and plant, and that records can demonstrate fully that all vehicles/plant have been/are being serviced and maintained in accordance with manufacturers' instructions. None compliance to the Notice could result in penalties, compensation awards, adverse publicity and legal action (and costs) against the County Council.

There was a poor response from maintained schools, even after reminders and further guidance. It was recommended that the C&FS H&S representatives should work closely with the Corporate Health & Safety Unit to drive forward compliance with the HSE Improvement Notice. | Agreed | January 2015

Follow up on 3 February revealed there had been some improvement, but information is still required from 40 schools. The Assistant Director (Commissioning and Development) has proposed a number of ways to obtain the outstanding information.

Extend from January to March 2015 | |

Reported November 2014				
Liquidlogic Adults System (LAS) project phase 2 (A&C)	The audit revealed there was need for immediate improvements to some areas of the project specifically around scoping requirements, determining processes, and resource identification and planning. Recommended: - 1. clear criteria be established for the prioritisation of tasks, 2. development of a detailed resource plan, 3. regular updating of the project control records 4. undertaking a 'gap analysis' to determine processes that still need to be developed Management agreed that a formal re-planning exercise involving key stakeholders would be formally signed off as a matter of urgency. This will also take into account key tasks still outstanding from Phase 1. Once phase 2 priorities have been finalised a detailed resource plan will be developed and the PID updated to reflect this.	Agreed (see previous column for detail)	Originally Dec. 2014 **There has been considerable progress on priority areas needed to meet the initial Care Act requirements on 1 April 2015, but still not yet able to sign off all of the HIs as 'completed'. Some risk has been re-phased (into Phase 3), and Internal Audit Service has been invited to comment on proposals due to be presented to the Project Board at the end of February.** **Extend from December 2014 to February 2015**	1. Yes 2. 3. 4.

Sponsored Academies - Revenue & Capital Implications (C&FS/CR)	The LA has ongoing responsibilities under legislation, part of which is to ensure that schools remain 'fit-for-purpose' from an infrastructure aspect and business continuity risks are appropriately managed. However, on-going role of the LA post-conversion with regard to the physical state of an academy's buildings is not clearly defined.		Originally Jan. 2015 **Substantial progress has been made with implementing both recommendations, which is planned to be presented to, and ratified by the Corporate Schools Group in mid-March** **Extend from January 2015 to March 2015**	
	Recommended that the ongoing responsibilities of LCC as the landlord should be defined	Agreed		
	A system of prioritisation is used, based on condition surveys and other intelligence, to determine which capital works will be funded centrally (e.g. those relating to health & safety or serious structural issues). With regard to schools undergoing imposed sponsored academy conversion there will be negotiation with the potential sponsor surrounding their expectations that any immediate capital works are completed at the LA's expense and prior to conversion. Without completion, there is a risk that the sponsors will find schools financially unattractive to sponsor.			
	Recommended that a clear strategy should be developed by C&FS and CR (Property Services), endorsed by the Corporate Schools' Group, setting out the process to be followed in determining what capital works will be LA-funded.	Agreed		

Reported May 2014				
'M-Star' – Managed Service For Temporary Agency Resources (CR)	'Off contract' spend on agency staff remained high and if the levels continued then projected savings would not be achieved. In addition, the volume of agency worker timesheets that were auto-approved (i.e. if they hadn't been approved by the relevant manager after a certain time) was high (almost 20%), increasing the risk of errors and perhaps fraud. Recommended: - 1. Proactive periodical analysis by Procurement team and pass to business HR and Finance teams to drive more conformity 2. Establish targets and thresholds for auto approvals and investigate those falling outside them	Agreed At the time of final report some progress had already been made	Originally July 2014 Extended to Oct. 2014 Extended to Jan. 2015 **Corporate HR has met with all DMT's and in some situations SMT's to provide further analysis for those sections. All Directors are aware of the HI areas, and a HR report will be submitted to all DMT's and SMT's whose areas have requested this detail on a monthly basis in order to try and reduce both non-compliance areas.** **Corporate HR plan to attend further DMT's in April 2015 to discuss the progress on both HI areas Extend from January 2015 to April 2015**	

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Reported November 2013				
Pension Fund contribution 'bands' (Pension Fund)	Each year the Department for Communities & Local Government set the contribution bandings for the Local Government Pension Fund. These come into effect each April, hence payrolls have to be revised to reflect the new bandings. EMSS payroll staff should check that the changes have properly occurred. The audit revealed that a report designed to assist this task was inadequate and also that due to work load and time constraints no checks were undertaken on one payroll and only a random sample on another. This could impact on both employee and employer contributions and have reputation damage. Recommended: - 1. that the report should be reconfigured 2. a framework for sample testing should be agreed and implemented to cover future pension banding changes.	Agreed	Originally Sept. 2013 Extended to June 2014 Extended to Oct. 2014 Extended to Jan. 2015 1. The report was produced **2. A draft framework has been produced but it has still not been agreed between the Head of EMSS and its two partners.** **Extend from January 2015 to March 2015**	1. Yes 2. **Pending**

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Reported February 2013				
Employee annual leave recording (CHR)	Oracle Self-Service was not being used by all eligible staff to request and record annual leave, instead they were relying on traditional and familiar methods. This was partly due to operational management not enforcing usage based on uncertainty that the module was "fit for purpose". A range of potential risks were identified including inefficiency and inconsistency created by continuing use of traditional methods, inability to calculate total unused leave for financial reporting requirements and a risk to reputation should EMSS seek to roll out its Oracle functions and add new partners. Recommended a strategic decision was taken whether to instruct that the use is mandatory or defer, awaiting full confidence in the application and its accuracy.	Agreed in principle subject to: - Certain staff groups needing to be excluded; Development of recording leave by hours rather than days.	Originally March 2013 Extended to Jan. 2014 Extended to Mar. 2014 Extended to Jan. 2015 **Audit checks on a relatively small sample proved that ORACLE is being used, although (due to a lack of confidence in the robustness of the self-serve module) this can sometimes be after a traditional leave card has been completed, thereby duplicating effort.** **Whilst the original HI recommendation can be closed down, the recent audit has recommended issuing a further corporate instruction on the sole use of self-serve.**	**Yes**

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'On hold' pending new internal audit work

Reported February 2012				
Developers Contributions (Section 106) (CEx) in conjunction with all departments	Departmental records have not been consistent in providing a clear trail of income and expenditure. Recommended: - 1. Monitoring income and expenditure to project time-spans and purpose intended 2. validating the accuracy of individual record content as it was migrated onto the new database 3. department 'links officers' reporting to a central coordinator	Agreed	March 2012 Agreed to extend to April 2013 **Suspended June 2013**	1. Met 2. Data migration errors have now been addressed. Work underway on validation checks and introducing systems to capture spending data. 3. Not met
Developers Contributions (Section 106) (CEx) in conjunction with all departments	Once the S106 has been agreed the responsibilities for co-ordinating and monitoring income and expenditure relating to the administration of developers' contributions against the Section 106 are fragmented. Recommended establishing a time limited working group to produce agreed procedures.	Agreed	February 2012 Agreed to extend to April 2013 **Suspended June 2013**	Partly met A group is established but await the data migration cleansing to finalise methodology.
Developers Contributions (Section 106) (CEx)	The Statement of Requirements for Developer Contributions clearly states how the County Council aims to ensure efficiency and transparency in the handling of developer contributions, but formal monitoring reports had not been produced to aid those aims. Recommended a review and decide on which (and to who) reports should be produced.	Agreed	March 2012 Agreed to extend to April 2013 **Suspended June 2013**	Not yet in place

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