

High Importance Recommendations at 30 September 2019

<u>Audit Title (Director)</u>	<u>Summary of Finding(s) and Recommendation(s)</u>	<u>Management Response</u>	<u>Action Date (by end of)</u>	<u>Confirmed Implemented</u>
Reported May 2019				
Property Contracts Awards (CR)	Management requested an audit of the award of property maintenance contracts and the allocation of work. Whilst the audit identified poor practice and control, no evidence came to light of any wrong doing. Management agreed to act on a number of recommendations to strengthen control.	Agreed Work to check the processes for retrospective orders, continues.	June 2019 Extend to August 2019 Extend to Nov 2019	
Leicestershire Schools Music Service (CR)	At management's request a review of the financial, operational and governance arrangements in place surrounding the Leicester-Shire Schools Music Service (LSMS) and it's at arm's length charity, the Leicester-Shire Music and Cultural Trust (LMCT) was undertaken. This review included the separation of responsibilities between both the LSMS and the LMCT and to assess that proper procedures are in place for the administration of ensembles. A number of recommendations and an action plan for implementation were agreed with management, including improved governance arrangements, clearer job roles and responsibilities, revised contracts and overtime arrangements, revise procurement of transport.	Agreed A new structure has been developed with new roles, Job Descriptions and contracts. An action plan was launched on the 10th October 2019 and is currently out for consultation with staff. The Transport review will be undertaken next spring following required reports to Cabinet and Scrutiny	September 2019 Extend to Dec 2019 Pick up in Spring 2020	

	Whilst none of the recommendations was deemed individually as “high importance” collectively the recommendations will require a targeted follow up to ensure improvements have been made.			
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