

High Importance Recommendations at 19 April 2024

<u>Audit Title (Director)</u>	<u>Summary of Finding(s) and Recommendation(s)</u>	<u>Management Response</u>	<u>Action Date (by end of) &amp; extensions</u>	<u>Confirmed Implemented /No longer applicable</u>
Reported May 2024				
<p>Worthington, Newbold CE, Witherley CE and Hose CE Primary Schools</p> <p>Children &amp; Family Services</p>	<p>For each, the multi-year budget forecast plan indicated that the school is predicted to be in a deficit situation from either 2023-24 or 2024-25 onwards.</p> <p>Recommended</p> <p>Contact should be made as a matter of priority with the Education Finance Team, in order that a deficit plan can be formally agreed.</p>	<p>All schools agreed with the recommendation.</p> <p>Some progress already made with Education Finance on next steps.</p>	<p>All positions should be being monitored by end of June 2024</p>	

<p><b>Missed the deadline for reporting in January 2024</b></p> <p>Three maintained school audits</p> <p><b>Children &amp; Family Services</b></p>	<p>1. Oakfield Short Stay 2. Hathern CE Primary</p> <p>Early action was recommended to avoid a major deficit budget situation.</p> <p>3. Newton Burgoland Primary –</p> <p>Urgent action was required to resolve the issue regarding BA2 (accounting) returns and should be taken up with Staffordshire Bursar Services</p>	<p>Evidence received from the Finance Analyst (Corporate Resources)</p> <p>1. Didn't materialise so no action required. 2. Ditto 3. Issues rectified</p>	<p>Cleared by end of March</p>	<p>Yes</p>
<p>Reported September 2023</p>				
<p>Highways works - Bond Reimbursement (Environment &amp; Transportation)</p>	<p>There is no proper process for reconciling information from Oracle, agrees with independent records maintained by the service.</p> <p>Recommended</p> <p>A record of bonds should be maintained within the Service area. Responsibility for reconciling records should be assigned to a suitable individual, who should undertake regular reconciliations.</p>	<p><b>The Finance Business Partner expects reconciliations to be completed by 10 May.</b></p>	<p>October 2023 February 2024</p> <p><b>Extend to May 2024</b></p>	

Reported May 2022				
Surveillance and CCTV Audit (Consolidated Risk)	<p>Three recommendations were made: -</p> <ol style="list-style-type: none"> <li>1. Contracts for Surveillance and CCTV installations need to be located and reviewed.</li> <li>2. Information Security Risk Assessments (ISRAs) and Data Protection Impact Assessments (DPIAs) should be completed for all surveillance and CCTV installations.</li> <li>3. Site visits/audits should be undertaken to determine compliance with the SCC Code of Practice and LCC CCTV Policies.</li> </ol>	<p><b>All three recommendations continue to be progressed; however, these have not yet been completed: -</b></p> <ol style="list-style-type: none"> <li><b>1. Contracts still being located but may have to wait for the new contract covering the majority of the sites to be signed this year. The current contract ends October 2024.</b></li> <li><b>2. ISRAs and DPIAs have been delayed as an issue arose with the purpose of processing on waste sites. The changes are being made and the Information Governance Team (IGT) are assessing whether they should be considered for the other CCTV ISRAs. IGT expect this to be completed in June.</b></li> <li><b>3. The self-assessments have been piloted and there have been no issues. The IGT have rolled out the questionnaires to the teams. Some have been returned but they are not being returned quickly. Further work required to update the lists as some identified as being out of date.</b></li> </ol>	<p><b>Extended to October 2024</b></p> <p><b>June 2024</b></p> <p><b>August 2024 (dependent on how quickly sites come back with a response)</b></p>	

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