

Appendix One

Planned activity	Planned days	Actual days	Status
1. Core Financial Systems – Fundamental assurance			
▪ Council Tax	6	6	Final Report
▪ Non Domestic Rates (NDR)	5	5	Final Report
▪ Cash Collection	7	7	Final Report
▪ General Ledger	8	7	Draft Report Issued
▪ Debtors	6	5	Draft report issued
▪ Creditor Payments - Agresso	5	5	Fieldwork Finished
▪ Creditor Payments - IBS	5	7	Draft report issued
▪ Payroll	10	8	Fieldwork Completed
▪ Budgetary Control	8	0	Quarter 4
▪ Bank Reconciliations	7	6	Draft report issued
▪ Housing Benefits	9	0	Quarter 4
▪ Fixed Assets	6	0	Quarter 4
▪ Housing Rents	7	6	Fieldwork finished
▪ Expenses	7	7	Final report
▪ Debt Recovery Review	5	1	Quarter 4 – scoping meeting held

Planned activity	Planned days	Actual days	Status
2. Operational system reviews – risk based assurance			
▪ Carbon Reduction Commitment	10	3	Quarter 4 – Scoping/Planning
▪ Human Resources	13	11	Fieldwork
▪ Westbridge Depot	15	1	Work deferred to 2012/13
▪ Voluntary Grants	7	7	Final report issued
▪ Void management	7	3	Work deferred to 2012/13
▪ Procurement/VFM	10	2	Fieldwork underway
▪ Licensing	13	13	Final report
▪ Planning Application	8	7	Draft report
▪ ICT audits	15	0	Quarter 4
▪ Insurance Claims	5	4	Fieldwork complete

Planned activity	Planned days	Actual days	Status
3. Strategic – performance assurance			
▪ Risk management & Business Continuity Arrangements	5	4	Fieldwork complete
▪ Governance – management information	10	0	Quarter 4
▪ SBR governance	7	1	Planning meeting held
▪ Anti fraud and corruption	10	1	Planning meeting held

Planned activity	Planned days	Actual days	Status
4. Other			
▪ Specific follow up reviews:	7	6	
➤ Temporary Accommodation			Fieldwork completed
➤ Home renovations			Fieldwork completed
➤ Partnerships			Deferred to 2012/13
➤ Citizen Engagement			Quarter 4
▪ General follow up/Team Central	12	8	TeamCentral training maintenance and follow up
▪ NFI	15	0	Quarter 4
▪ Audit Management	18	12	Continuous

Total	288	153	
Plus additional work (see table below)	25	24	
Less Deferred Work	(22)		
Outturn	291	177	

Additional Work	Planned days	Actual days	Status
5. Further work undertaken at request of Management			
▪ Decent Homes review	10	10	Draft Report
▪ Museum security review	15	14	Draft Report

Appendix Two

TEAMCENTRAL 15th December 2010

Year	Number of recommendations made	Implemented / Closed	Outstanding
2009/10	151	139	12 (9 not yet due)
2010/11	24	10	14 (12 not yet due)

The table above shows the position as at the 15th December 2010.

Note:

- Only finalised reports are being tracked through TeamCentral
- The 3 overdue recommendations for 2009/10 relate to Anti-fraud and Corruption and Citizen Engagement. Discussions are being held regarding these findings with the relevant audit sponsors.
- The 2010/11 recommendations are detailed in the table below:

2010/11 Recommendation Status

Review and number of recommendations still pending as at 15 December 2010	Responsible HoS	Total Outstanding	Outstanding & overdue	Outstanding but not yet due	Total Implemented	Imp. Awaiting verification
Project : 10_11 NBC 01 -Voluntary Grants (5)	Thomas Hall	5	0	5	0	0
Project : 10_11 NBC 03 -Licensing (5)	Steve Elsey	0	0	0	0	5
Project : 10_11 NBC 04 -NNDR (3)	Robin Bates	2	0	2	1	1
Project : 10_11 NBC 05 - Council Tax (3)	Robin Bates	1	0	1	2	2
Project : 10_11 NBC 06 – Cash Collection (8)	Bill Lewis	6	2	4	2	2

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