

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	8	Final Report
▪ Debtors	6	6	Final Report
▪ Creditor Payments - Agresso	5	5	Draft Report
▪ Creditor Payments - IBS	5	7	Draft Report
▪ Payroll	10	9	Draft Report
▪ Budgetary Control	8	7	Fieldwork Completed
▪ Bank Reconciliations	7	7	Final Report
▪ Housing Benefits	9	8	Draft Report
▪ Fixed Assets	6	4	Fieldwork Completed
▪ Housing Rents	7	6	Draft Report
▪ Expenses	7	7	Final report
▪ Debt Recovery Review	5	4	Draft Report

Planned activity	Planned days	Actual days	Status
2. Operational system reviews – risk based assurance			
▪ Carbon Reduction Commitment	10	8	Fieldwork Completed
▪ Human Resources	13	10	Fieldwork Completed
▪ Westbridge Depot	15	1	Work removed from plan (due to coverage of Westbridge Depot through other reviews)
▪ Voluntary Grants	7	7	Final Report
▪ Void management	7	3	Work deferred to 2011/12
▪ Procurement/VFM	10	8	Fieldwork completed
▪ Licensing	13	13	Final Report
▪ Planning Application	8	8	Final Report
▪ ICT audits	15	10	Fieldwork substantially completed
▪ Insurance Claims	5	4	Draft Report

Planned activity	Planned days	Actual days	Status
3. Strategic – performance assurance			
▪ Risk management & Business Continuity Arrangements	5	5	Final Report
▪ Governance	10	1	Work deferred to 2011/12
▪ SBR governance	7	6	Fieldwork completed
▪ Anti fraud and corruption	10	1	Work deferred to 2011/12

Planned activity	Planned days	Actual days	Status
4. Other			
▪ Specific follow up reviews:	7	7	Draft report
➤ Temporary Accommodation			Draft report
➤ Home renovations			Deferred to 2011/12
➤ Partnerships			Quarter 4
▪ General follow up/Team Central	12	10	TeamCentral training maintenance and follow up
▪ NFI	15	5	Quarter 4
▪ Audit Management	18	16	Continuous

Total	288	219	
Plus additional work (see table below)	25	24	
Less days removed from plan	(15)		
Less Deferred Work	(27)		
Less Ongoing NFI Work	(10)		
Outturn	265	249	

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

Appendix Two

TEAMCENTRAL 10th March 2011

Year	Number of recommendations made	Implemented / Closed	Outstanding
2009/10	151	142	9 - (1 overdue)
2010/11	61	47	14 – (2 overdue)

The table above shows the position as at the 10th March 2011.

Note:

- Only finalised reports are being tracked through TeamCentral
- The overdue recommendation for 2009/10 relates to updating the Anti-fraud and Corruption policy. The two overdue recommendations for 2010/11 became overdue within the last 10 days. We are liaising with management to obtain updates for these.
- The 2010/11 recommendations are detailed in the table below:

2010/11 Recommendation Status

Review and number of recommendations still pending as at 10 th March 2011	Responsible HoS	Total Outstanding	Outstanding & overdue	Outstanding but not yet due	Total Implemented
Project : 10_11 NBC 04 -NNDR (3)	Robin Bates	1	1	0	2
Project : 10_11 NBC 05 – Expenses (7)	Robin Bates	1	1	0	6
Project : 10_11 NBC 06 – Debtors (11)	Bill Lewis	6	0	6	5
Project: 10_11 NBC 11 - General Ledger (9)	Bill Lewis	3	0	3	6
Project: 10_11 NBC 16 - Risk Management and Business Continuity (8)	Bill Lewis	3	0	3	5

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