
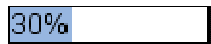


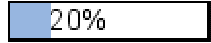



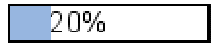






## Appendix B

### Internal Audit 2008/09 Recommendations Outstanding as at 31 August 2009

Code & Title	Due Date	Completed Date	Status	Progress Bar	Latest Note
<b>IA FC09 Concessionary Travel Audit Actions</b>					
IA FC09-01 Partnership Agreement with East Lindsay District Council	30 Oct 09		Assigned		A draft participation agreement has been circulated by ELDC around the Lincolnshire Concessionary Fares partnership and SKDC has fed its comments back on this. ELDC are aiming to get this agreed by mid October 09.
IA FC09-02 Information provision to support concessionary travel expenditure	30 Sep 09		Assigned		Discussions between Financial Managements Team Leader and Corporate Head for Finance & Customer Service resulted in the original due date being moved back to 30 September to allow S151 Officer to pursue the outstanding actions directly with WLDC.
<b>IA PI19 Corporate Governance 2008/09 Audit Actions</b>					
IA PI19-01 Member's Code of Conduct	19 Apr 10		Assigned		Note in bring forward system to discuss with MO at agenda preparation time for annual meeting on 22 April 2010.
IA PI19-02 Ongoing corporate governance training for Officers	31 Dec 09		Assigned		Interim Service Manager to produce a training programme by the end of December.
IA PI19-03 Annual review of committee effectiveness	19 Apr 10		Assigned		Annual review of Governance & Audit Committee in place.
<b>IA FC09 Creditors and Bank Reconciliations Audit Actions</b>					
IA FC09-01 Segregation of Duties	30 Sep 09		Assigned		
IA FC09-02 Absence of guidance for each employee	31 Dec 09		Assigned		
IA FC09-06 Approved suppliers	31 Dec 09		Assigned		All new suppliers set up with full information.
<b>IA SC22 Disabled Facilities Grant Audit Actions</b>					
IA SC22-01 Work Specifications	30 Sep 09		Assigned		Work on specifications delayed as anticipated input from Building Control technical officer is not available.
IA SC22-04 SLA exit clauses	28 Sep 09	26 Aug 09	Completed		3 month exit clauses in place within SLA which is the same as the arrangements with Supporting People who also fund the Home Improvement Agency.
IA SC22-06 Budget Profiling	30 Jun 09	26 Aug 09	Completed		New spending profile agreed with Home Improvement Agency. Some slippage at SKDC at present because of changes to grant approval system. A non key decision is required to secure HIA delivery of grant expenditure to £450k for 2009/10. The current SLA is only for £300k.

Code & Title	Due Date	Completed Date	Status	Progress Bar	Latest Note
<b>IA PI18 Duty to Involve Audit Actions</b>					
IA PI18-01 Lack of Clarity	30 Sep 09		Check Progress	0%	
IA PI18-02 Member Involvement	30 Sep 09		Assigned	0%	
<b>IA RO02 Gas Maintenance Contract Audit Actions</b>					
IA RO02-04 KPI Review	28 Sep 09	07 Sep 09	Completed	100%	KPI returns are checked on an ongoing basis.
<b>IA RO04 HR Devolvment Internal Audit Actions</b>					
IA RO04-01 Strategic Plan for HR devolvment	31 Dec 09		Check Progress	66%	Due date amended due to staffing issues.
<b>IA TS25 HRA Internal Audit Actions</b>					
IA TS25-05 Lack of budget monitoring training for budget holders	13 Jul 09	18 Aug 09	Overdue	90%	Financial Regulations training has now been undertaken with the relevant repairs staff and any agreed actions from this are being addressed. Assets and Facilities are still tasked with arranging contract procedure rules training which is of main priority.
<b>IA HE14 Pool Cars Internal Audit Actions</b>					
IA HE14-01 Policies for use of pool cars	01 Jul 09	26 Aug 09	Completed	100%	Plans for new booking system have been abolished. Sticking with old system.
IA HE14-02 Transport Strategy	31 Jul 09		Overdue	78%	Transport Strategy to be re-presented to Cabinet in Sept 09.
IA HE14-03 Driving Licence Checks	30 Jun 09		Overdue	72%	Discussion has taken place with Service Managers who agreed to the amendments. The Corporate Health & Safety Officer is to formalise the process.
<b>IA FC09 VAT Audit Actions</b>					
IA FC09-01 VAT Reclaims (Tenancy Services)	31 Dec 09		Check Progress	0%	
IA FC09-03 Application of Invoice VAT Indicators	21 Dec 09		Check Progress	0%	
<b>IA TS25 Void Letting Audit Actions</b>					
IA TS25-01 Void Lettings Procedure	26 Feb 10		Assigned	0%	Due date amended - review being undertaken wrt void property repairs. Procedures will be written once review is complete.
IA TS25-02 Action plan for hard-to-let properties	30 Jun 09	08 Sep 09	Completed	100%	Hard to let plan has now been completed.

<b>Code &amp; Title</b>	<b>Due Date</b>	<b>Completed Date</b>	<b>Status</b>	<b>Progress Bar</b>	<b>Latest Note</b>
IA TS25-03 Refreshing on prospective tenant data	28 Aug 09	08 Sep 09	Completed		Review of housing register has now been completed.
IA TS25-04 Availability of procedural guidance	26 Feb 10		Assigned		Due date amended - review being undertaken wrt void property repairs. Procedures will be written once review is complete.