

Huntingdonshire District Council - Agreed Audit Actions Not Implemented as at 31 December 2019

Appendix

Reference	Audit Name, Action Number and Action Detail	Priority	AM Responsible	Date Agreed for Action	Original Target Date	Action Status	Evidence to be Provided	Last 4action Update Date	Last 4action Update By	Last 4action Update Summary	Service Area	Update as at 2 January 2020
1	1023 Bank Reconciliation - Action Number 1 The Finance Manager should liaise with the Development Manager (IMD) to ensure that the changes to the systems / processes that are needed to improve the efficiency and transparency of the income reconciliation are agreed, scheduled and completed.	Amber	Claire Edwards - Finance Manager	30/09/19	30/09/16	Open	Walkthrough of the revised reconciliation processes evidencing improved reporting and matching of income received.	27/06/19	Fay Downer	Action Reassigned to Claire Edwards	Resources	No Response Received
2	1192 Payroll 17.18 - Action Number 2 A formal review of the car loan agreement will be undertaken to ensure that the authority is sufficiently protected in the event of staff defaulting on the loan terms.	Amber	Claire Edwards - Finance Manager	30/09/19	31/03/18	Open	Copy of revised loan agreement / car loan framework	14/10/19	Fay Downer	Action Reassigned to Claire Edwards	Resources	No Response Received
3	1196 Forecasting Accuracy and Assumptions - Action Number 3 Formal procedure notes will be documented for forecasting processes approximately one month prior to the implementation of the new FMS system. Guidance will cover the duties of finance staff, the approach that should be taken within the team, and will also include any roles and responsibilities of service managers, including timeframes for key elements of the process.	Amber	Claire Edwards - Finance Manager	30/09/19	31/12/17	Open	Copy of procedure notes	27/06/19	Fay Downer	Action Reassigned to Claire Edwards	Resources	No Response Received
4	1170 Management of Health & Safety - 17.18 - Action Number 4 The following arrangements should be embedded into the Health and Safety policy: 1. Gas Safety 2. Infection Control 3. Respiratory Protective Equipment 4. Security Threats 5. Smoke Free Workplace 6. Transport Safety 7. Vibration	Amber	John Taylor - Chief Operating Officer	30/09/19	31/03/19	Open	Updated Health & Safety policy.	04/11/19	Fay Downer	Action Reassigned to John Taylor	Chief Operating Officer	This action moved to a new post (the COO) in the organisation on Nov-19 as part of handover of responsibilities from the Senior Officer restructure. The COO is aware of this action, and is working with the new team to resolve it. A timescale for resolution is being discussed at present and the relevant Portfolio Holder (Cllr Keane) will be updated.

5	1496 Grounds Maintenance and Street Cleansing - 17.18 - Action Number 3	Amber	Neil Sloper - Head of Operations	31/12/19	31/10/18 Open	Reviewed beat sheets.	30/09/19 Fay Downer	Target Date Changed to 31/12/2019	Operations	<p>The soft roll out for Street Cleansing started in December. As the system is live development of a new product with the supplier, a number of challenges have been experienced in getting things right. Full internal interoperability with the customer portal has been tested and proven. Significant product development/deployment issues when deploying the product in the field have been escalated to the Product Director by the shared Cambridge City/South Cambridgeshire and HDC project board with an action plan and significant change in approach being put in place by the supplier. We are now re-assessing the priority of deployment as an implementation in Recycling and Waste management, based on the learning and templates from the deployment in the Greater Cambridgeshire (Cambridge City and South Cambridgeshire Districts) Waste Service, will be more beneficial for our residents and organisation. This assessment is being concluded in January. If agreed the board will decide to defer grounds until after the peak grounds season which now runs February through to September. A phased roll out of Recycling and Waste management if confirmed, will commence after Easter, the second major peak in service and service disruption due to bank holiday collections.</p> <p>A performance management report was delivered to overview and Scrutiny on the Performance of Grounds Maintenance, on 12th September which highlighted excellent performance with 94% of works completed to specification, 94% of service requests responded to within 5 days, cost per household has fallen from £6.20 in 17/18 to £4.46 in 19/20. This highlights how we need the IT system to be correct to not damage good service performance, hence the decision to delay until it is effective and can assist us with more service data, information and enhance existing service.</p>
---	---	-------	----------------------------------	----------	---------------	-----------------------	---------------------	-----------------------------------	------------	--