

Reportable Recommendations – Half yearly update	Agenda No: 8
Portfolio Area: Efficiency & Resources	
Report presented by: Lesley Day, Audit Insurance & Risk Manager	
Report prepared by: Lesley Day, Audit Insurance & Risk Manager	
Background Papers: Internal Audit Assignment reports	Public Report
Options: N/a	Key Decision: NO
Executive Summary:	
To advise Members of the current status of the implementation of audit recommendations that were designated 'high' when previously reported to the Committee.	
Decision:	
To note the status of the reportable recommendations.	
Purpose of Decision:	
To update Members on the implementation of audit recommendations.	

Any Corporate implications in relation to the following should be explained in detail

Financial:	N/a
Legal:	N/a
Equalities/Diversity	N/a
Customer Impact:	N/a
Environment and Climate Change:	N/a
Consultation/Community Engagement:	N/a
Risks:	N/a
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Reportable Recommendations - September 2010 update

Area of review	Reported recommendations	Due Date	Status
Sundry Debtors	<p>Managers comply with the Corporate Debt Policy requirement of a credit reference check</p> <p>All charges to be authorised annually by Members. Charges to be calculated to ensure charges cover costs</p> <p>Clarify the need to reconcile periodic invoices to departmental records following receipt of invoice schedules by service units</p> <p>Ensure compliance with the agreed Credit Note procedure</p> <p>Raise credit notes only on receipt of an authorised credit note request</p> <p>Difference in the daily reconciliation spreadsheets to be identified and corrective action taken on a timely basis. Monitor on a monthly basis to ensure balance</p> <p>Monitor the recently agreed process and responsibility for the testing of new software/initiatives to ensure robustness of systems</p>	July 2010	<p>Service Unit Managers reminded via email</p> <p>Review still in progress</p> <p>Implemented</p> <p>Process reaffirmed with responsible officers</p> <p>Process reaffirmed with responsible officers</p> <p>Differences continue to be investigated.</p> <p>New process in place and on-going monitoring</p>

Housing Benefits	Review DPA training provision for both current and new members of staff.	July 2010	Essex On Line Partnership are looking to produce a DPA learning package which will be available to staff on 'Vision' early in 2011
	Remind Benefits Officers of the landlord checks that are required.		Implemented
	Put in place a system to review payments on account. Offer refresher training to officers where necessary.		Implemented
	Retain evidence in end of year file on checks performed on claim calculations.		Implemented
	Monitor progress of HBMS cases, closure of files and return of results		Implemented
	Investigate promptly unrepresented cheques.		Implemented
	Raise invoices for Administrative Penalties promptly after 28 day period		Implemented
Trade Waste	A process should be implemented to ensure that a signed trade waste agreement and duty of care form is in place for all customers	May 2010	Implemented
Fleet Management	Records of request for all hire of vehicles should be maintained	May 2010	Implemented
Payroll	Issue guidance on mileage claims.	June 2010	Implemented