

## Stores Audit Action Plan

Ref. No	Issue	Action req. quarterly	Action Implemented	Person/s Responsible	Target Date	Progress
1.1a	Do Stock Checks	Develop and implement a programme of stock checks.	A program of quarterly stock checks has been scheduled and implemented during each – March/July/Sept. This is accompanied by weekly rolling stock takes	Support Supervisor	July/Sept, Dec/Mar	July completed. September completed
1.1b	Authorisation	A support supervisor is to be recruited and independently authorise adjustments in line with financial procedures.	Support supervisor has been recruited and is in post. The supervisor independently authorises any adjustments	Head of StreetScene	July  Following stock check	Completed Completed & recorded <i>*Variations are running at 2.5% and are still decreasing. The main problems have been with regard to issues with vehicle parts &amp; these issues have recently been addressed</i>
1.1b	Audit Trail	Keep clear records regarding any adjustments required.	All adjustments are clearly recorded & filed on an ongoing basis	Support Supervisor	Following stock checks	Completed.
1.1c	Report Adjustments	Reports to be submitted as required.	Action plan to accompany report produced for Audit committee	Head of Streetscene	Dec	Completed
1.1d	Stock Check valuation documents to Store and Finance	Information to be held by both finance & support supervisor	Information is held by both teams	Support Supervisor/ Management Accountant	Ongoing	Completed
1.1e	A stock check is completed for every change of staff	When there is a change of staff, a handover stock check and valuation will be completed.	A system to achieve this is in place	Support Supervisor	N/A	System developed.
1.1f	Issues are processed promptly and supporting documents completed and issue recorded on stores system	System to process issues promptly in place.	Adequate system in place	Storeman/ Support Supervisor	Ongoing	System in place.

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<b>1.1g</b>	Report	Report to committee representative stock discrepancies and value of variations.	Information supplied on updated Audit Action Plan	Head of Streetscene/ Support Supervisor	Dec 07	<i>Seeking further clarification on this matter</i>
<b>1.1h</b>	Training	Train staff in stores system.	The 1 <sup>st</sup> batch of 'Fleetmaster' training has been delivered, and follow up training has been organised	Finance Officer/ Support Supervisor	Nov 07  Dec 07	Initial training was completed in Oct 07  Follow up training has been booked for December 07
<b>1.1i</b>	Reports to Service Manager	Produce and distribute monthly reports.	Reports are produced & supplied to the principal stores users. Other managers can be provided with reports on request	Storeman	Monthly	Completed
<b>2.1a</b>	Software provider to investigate integrity of data	Provider to carry out on-site testing.	Initial work on this was completed by supplier as part of the training that was arranged in October. Secondary testing will be carried out in follow-up training in December. We will then reassess the situation	Storeman	Nov	Completed October  Booked for December
<b>3.1a</b>	Vehicle Parts	Review process to address issues.	Procedures & security have been tightened and other possible weaknesses are being improved by weekly stock takes, this process is also resolving discrepancies much more quickly	Head of Streetscene	August	Completed July * Minimal errors are being uncovered with only 6-8 in a 6-week period. All of the errors uncovered have been justified
<b>4.1a</b>	H&S Officer based working at a desk in the store	Move H&S Officer.	H & S officer moved	Head of Streetscene	March	Completed.
<b>4.1b</b>	Excessive access to Stores	Control access.	Store is locked when not in use, with access keys controlled by storeman & fleet supervisor	Head of Streetscene/ Storeman	March	Completed.
<b>5.1a</b>	Adjustments	Identify different staff to carry out stores issues and any subsequent amendments.	A system for issuing and amending has been developed & implemented	Storeman/ Support Supervisor	July	Completed

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<b>6.1a</b>	Re-ordering process	Assess implications, develop system and implement process to ensure required levels of stock are maintained.	The implications have been assessed but the cost/benefit analysis of this process rules this work out	Head of Streetscene	October	The assessment has been completed & rolling stock checks are in place which deliver the same outcome
<b>6.2a</b>	Assessment of slow moving & obsolete stock	During stock take assess slow moving or obsolete stock	This is done as part of stock check process	Storeman	July & ongoing	Completed & ongoing
<b>6.2b</b>	Obsolete Stock Disposal	From assessments of obsolete stock identified arrange disposal in accordance with Financial Regulations	A system is in place to do this & write offs are done in accordance with financial regulations	Storeman/ Support Supervisor	July ongoing	Completed & ongoing
<b>7.1a</b>	Clarify Issue of Stock Price Calculation	Meeting with Southern Computing to clarify and interrogate system.	The vast majority of stock price appears to be correct & queries are being addressed when training takes place	Support Supervisor/ Storeman	Dec	Next training to take place in December 07
<b>8.1a</b>	Monthly Reports to Service Managers	Reports distributed to Service Manager and held as a routine item at service meetings.	Stores implications taken to service meeting as part of the budget update on the agenda	Head of Streetscene	Ongoing	System in place
<b>9.1a</b>	Orders Raised on Same Day	All goods received by Store have an order number to acquire goods.	All goods have an order number on them	Storeman	Immediate	Completed.
<b>10.2</b>	Invoices Processed	Ensure invoices are processed quickly.	Monitored by finance with other invoices & performance is very good	Storeman/ Support Supervisor	Immediate	Completed and ongoing
<b>11.1a</b>	Returns System	Develop system to record returns.	A returns book is in use	Storeman/ Support Supervisor	Immediate	Completed and ongoing
<b>12.1a</b>	Feedback	Implement user survey.	Survey designed	Support Supervisor	Nov	Programmed for surveying users in November 07

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13.1a	Fuel Plates	Relocate in locked store.	Done	Storeman	March	Completed.
14.1a	Regular Dipping of fuel tanks	Implement process to dip tanks before and after delivery.	Process is in place to dip tanks on a weekly basis which is when the delivery occurs (the tanks are dipped before & after filling)	Storeman	Ongoing	Completed.
14.1b	Monthly Fuel Reports	Produce and distribute monthly fuel reports to managers.	Monthly fuel reports & recharging is carried out by Storeman & Finance team	Storeman/ Finance Officer	Ongoing	Completed <i>* more specific information is available on request</i>
15.1a	Inventory of Outside Storage Area	Stock check yard.	New yard/compound layout being developed following ECT populating depot	Storeman/ Support Supervisor	Dec/Jan	Rescheduled for Dec/Jan in line with service priorities
15.1b	Review the use of Lufton Compound and Communicate to Other Depot Users	As Issue.	Review completed Depot user group set up & quarterly meetings are scheduled	Head of Streetscene/ Head of Property and Engineering	November & Ongoing	Review compound 1 <sup>st</sup> depot meeting November 07