

Audit Committee – 13th December 2007

## 7. 2007/08 Statement of Internal Controls Action Plan

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### **Purpose of the Report**

This report has been prepared for the Audit Committee to review the progress made on the 2007-08 Statement of Internal Control (SIC) Action Plan.

### **Recommendation**

To note the progress made.

### **Background**

The committee agreed the action plan in June, this is the first report updating members of the progress made.

### **Action Plan**

The following table (pages 18-19) details the progress made on the eleven areas identified as requiring improvement.

### **Financial Implications**

There are no financial implications associated with these recommendations.

**Background Papers:** None

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**SOUTH SOMERSET DISTRICT COUNCIL  
ANNUAL REVIEW OF INTERNAL CONTROL**

**2007/08 ACTION PLAN**

No.	Issue	Responsible Officer	Action	Current Status
1.	Use of Resources – improvement plan	Corporate Governance Group	<ul style="list-style-type: none"> <li>• Agree Improvement Plan: <b>June 07</b></li> </ul>	<ul style="list-style-type: none"> <li>• The improvement plan is being monitored by the Audit Committee.</li> </ul>
2.	Contract Procedure Rules – complete revision to bring all procedures into one document	Gary Russ	<ul style="list-style-type: none"> <li>• Contract Procedure Rules completed: <b>June 07</b></li> <li>• Agreed by Audit Committee: <b>January 08</b></li> <li>• Approved by Council: <b>February 08</b></li> </ul>	<ul style="list-style-type: none"> <li>• Contract Procedure Rules were drafted and are currently being reviewed by the Head of Legal and Democratic Services. The draft rules were reviewed in October. They are expected to be received by Audit Committee in January and Council in February</li> </ul>
3.	Risk Management – provide management reports and further embed into organisation	Gary Russ	<ul style="list-style-type: none"> <li>• Regular reports to Management Board: <b>June 07</b></li> <li>• Regular Reports to Audit Committee: <b>July 07</b></li> </ul>	<ul style="list-style-type: none"> <li>• Reports are being made but some reassessment of individual risks by managers is required.</li> </ul>
4.	Project Management Guidance	Rina Singh/ Donna Parham	<ul style="list-style-type: none"> <li>• All capital schemes to follow guidance for 2008/09 bids: <b>August 07</b></li> </ul>	<ul style="list-style-type: none"> <li>• All new bids for 2008/09 are following the new methodology.</li> <li>• Project Resource Group well underway.</li> <li>• Further training will be arranged for managers to assist them with new bids.</li> <li>• Directorate “Champions” to be appointed as contact points.</li> </ul>
5.	A register for Potentially Violent Warning Markers and Dangerous Buildings	Ian Clarke	<ul style="list-style-type: none"> <li>• Register to be implemented by: <b>September 07</b></li> </ul>	<ul style="list-style-type: none"> <li>• Register to be finalised</li> </ul>

No.	Issue	Responsible Officer	Action	Current Status
6.	HR system	Rina Singh	<ul style="list-style-type: none"> <li>• System completion: <b>to be confirmed once funding agreed</b></li> <li>• Audit review: <b>to be confirmed</b></li> </ul>	<ul style="list-style-type: none"> <li>• Audit Committee will continue to monitor Internal Audit reports on the improvements agreed</li> <li>• Employee self service implemented August 07</li> <li>• People Manager – sickness monitoring implemented Sept 07.</li> </ul>
7.	A review of Cash Office Security in Chard	Donna Parham	<ul style="list-style-type: none"> <li>• Finalise cash collection strategy: <b>June 07</b></li> </ul>	<ul style="list-style-type: none"> <li>• Reports to be made to DX to implement cash machines and strategy in January 08.</li> </ul>
8.	Improvements in Internal Audit Report findings.	Corporate Governance Group	<ul style="list-style-type: none"> <li>• Further training for managers in internal controls <b>September 07.</b></li> <li>• Improved reporting mechanism for managers, Corporate Governance Group, Management Board, and Audit Committee <b>September 07.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Training sessions to be set up through Finance/Audit/ Procurement (re risks).</li> <li>• Improved process for regular monitoring of actions agreed by Corporate Governance Group now needs to be rolled out.</li> </ul>