

**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"> Agree Improvement Plan: June 07 	<ul style="list-style-type: none"> The improvement plan is being monitored by the Audit Committee.
2.	Contract Procedure Rules – complete revision to bring all procedures into one document	Gary Russ	<ul style="list-style-type: none"> Contract Procedure Rules completed: June 07 Agreed by Audit Committee: January 08 Approved by Council: February 08 	<ul style="list-style-type: none"> 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 April and Council in May.
3.	Risk Management – provide management reports and further embed into organisation	Gary Russ	<ul style="list-style-type: none"> Regular reports to Management Board: June 07 Regular Reports to Audit Committee: July 07 	<ul style="list-style-type: none"> Reports are being made but some reassessment of individual risks by managers is required. Next report due April 08.
4.	Project Management Guidance	Rina Singh/ Donna Parham	<ul style="list-style-type: none"> All capital schemes to follow guidance for 2008/09 bids: August 07 	<ul style="list-style-type: none"> All new bids for 2008/09 are following the new methodology. Project Resource Group well underway. Further training will be arranged for managers to assist them with new bids. Directorate “Champions” to be appointed as contact points.
5.	A register for Potentially Violent Warning Markers and Dangerous Buildings	Ian Clarke	<ul style="list-style-type: none"> Register to be implemented by: September 07 	<ul style="list-style-type: none"> This will be provided through a Community Safety initiative in an overlay on the GIS mapping system.
6.	HR system	Rina Singh	<ul style="list-style-type: none"> System completion: to be confirmed once funding agreed Audit review: to be confirmed 	<ul style="list-style-type: none"> Audit Committee will continue to monitor Internal Audit reports on the improvements agreed Employee self service implemented August 07 People Manager – sickness monitoring implemented Sept 07.
7.	A review of Cash Office Security in Chard	Donna Parham	<ul style="list-style-type: none"> Finalise cash collection strategy: June 07 	<ul style="list-style-type: none"> Report made to DX to implement cash machines and strategy

No.	Issue	Responsible Officer	Action	Current Status
				in January 08.
8.	Improvements in Internal Audit Report findings.	Corporate Governance Group	<ul style="list-style-type: none"> • Further training for managers in internal controls September 07. • Improved reporting mechanism for managers, Corporate Governance Group, Management Board, and Audit Committee September 07. 	<ul style="list-style-type: none"> • Training sessions to be set up through Finance/Audit/Procurement (re risks). • Improved process for regular monitoring of actions agreed by Corporate Governance Group now needs to be rolled out.