

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

2008/09 ACTION PLAN

No.	Issue	Responsible Officer	Actions	Current Status
1.	Contract Procedure Rules need to be put in place to bring all procedures into one document	Gary Russ	<ul style="list-style-type: none"> • Contract Procedure Rules completed: June 08 • Agreed by Audit Committee: June 08 • Approved by Council: July 08 	Rules are currently being modified by the Head of Finance
2.	Ensuring staff are aware of the location of Potentially Violent Warning Markers and Dangerous Buildings	Ian Clarke	<ul style="list-style-type: none"> • Mapping to be completed by: June 08 	
3.	Process and procedures for some major income streams are not being adhered to	Donna Parham	<ul style="list-style-type: none"> • Include annual audit reviews within annual audit plan for all major income streams: April 08 	Audits have been scoped and agreed within the Internal Annual Audit Plan
4.	Policy framework and process and procedures within housing are not clear and up to date	Ian Potter	<ul style="list-style-type: none"> • Action plan for improvement agreed. Implementation: August 08 • Monitoring to be carried out through the Corporate Governance Group 	Action plan agreed and will be monitored through the Corporate Governance Group
5.	To improve the internal controls of those services receiving only partial assurance	Donna Parham	<ul style="list-style-type: none"> • To monitor actions are carried out through the Corporate Governance Group 	Action plans have been agreed and some monitoring is taking place