

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

**2008/09 ACTION PLAN**

<b>No.</b>	<b>Issue</b>	<b>Responsible Officer</b>	<b>Actions</b>	<b>Current Status</b>
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"> <li>Contract Procedure Rules completed: <b>June 08</b></li> <li>Agreed by Audit Committee: <b>June 08</b></li> <li>Approved by Council: <b>July 08</b></li> </ul>	Contract Procedure Rules approved by Audit Committee in July 08. Will proceed to Council September 08
2.	Ensuring staff are aware of the location of Potentially Violent Warning Markers and Dangerous Buildings	Ian Clarke	<ul style="list-style-type: none"> <li>Mapping to be completed by: <b>June 08</b></li> </ul>	Awaiting further information from the ICT service
3.	Process and procedures for some major income streams are not being adhered to	Donna Parham	<ul style="list-style-type: none"> <li>Include annual audit reviews within annual audit plan for all major income streams: <b>April 08</b></li> </ul>	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"> <li>Action plan for improvement agreed. Implementation: <b>August 08</b></li> <li>Monitoring to be carried out through the Corporate Governance Group</li> </ul>	Action plan agreed and will be monitored through the Corporate Governance Group. Some slippage in the plan will be discussed at the Corporate Governance Group on the 23rd September 08
5	To improve the internal controls of those services receiving only partial assurance	Donna Parham	<ul style="list-style-type: none"> <li>To monitor actions are carried out through the Corporate Governance Group</li> <li>The Audit Committee will review the performance of the audit action plans for those services receiving no or partial assurance every 3 months.</li> </ul>	Action plans have been agreed and monitoring is taking place.
6	Alignment of Key Strategies	Management Board	<ul style="list-style-type: none"> <li>Key strategies will be aligned to ensure linkages are clear and explicit: <b>March 09</b></li> </ul>	Oral update will be given at the meeting.
7	To improve Performance Management	Directors	<ul style="list-style-type: none"> <li>Agreement of SMART targets and action plan monitoring by Directors: <b>March 09</b></li> </ul>	Oral update will be given at the meeting.