

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

2009/10 ACTION PLAN

No.	Issue	Responsible Officer	Actions	Current Status
1.	An electronic Performance Management System will be implemented to further improve performance management.	Rina Singh	Implement a performance management system by September 09	Completed
2.	A robust framework to be put in place for the monitoring and collection of S106 contributions .	Simon Gale	Implement a framework for the monitoring and collection of S106 contributions by developers.	Report to be presented Feb/March 2010
3.	Further monitoring of improvements to internal controls for services receiving only " Partial Assurance ".	Donna Parham	Ensure that all audits receiving a "partial assurance" are monitored by the Audit Committee	In place
4.	Ensure awareness and compliance with Government Connect through all staff completing the training module.	Roger Brown	Complete policies and publish on Insite and complete a training programme for staff	Policies are now in place and awareness sessions are being delivered.
5.	Provide further training for staff on the Use of Information Technology Policy to ensure all staff are aware and comply with the policy.	Roger Brown	Complete policies and publish on Insite and complete a training programme for staff	Policies are now in place and awareness sessions are being delivered.
6.	Produce a register for potentially Violent Warning Markers and Dangerous Buildings .	Ian Clarke	Finalise training and admin arrangements and roll out	Awaiting ICT availability for training (keeps being pushed back due to web site development)
7.	Key strategies and plans need to be reviewed in line with the refresh of the corporate plan to ensure priorities are aligned .	Management Board	Review strategies and plans to ensure alignment	Reviews taking place as strategies are updated
8.	The Council should review the way that it measures the effectiveness of initiatives and policies with particular focus on outcomes .	Management Board	To be implemented through Management Board and monitored through Assistant Directors	In place
9.	Ensure all action plans are (SMART) Specific, Measurable, Achievable, Resourced and Targeted to include baseline data and outcome focused measures that the local community would recognise.	Management Board	Action plans to be cleared through Assistant Directors with key plans approved through Management Board	In place