Fundamental Audits 2012/13
Not Implemented Recommendations

Report Ref	Recommendation	Class	Agreed Action/Comments	Responsibility For Implementation	Implementation Date	Action Taken
Capital Accounting - Fixed Assets 2012/13						
01	Corporate Asset Management Plan for 2011/12 to be uploaded to the Authority's intranet site enabling all relevant staff to have access	GPR	2011/12 AMP was prepared - not approved. Moved onto 2013/17 AMP, approved by Cabinet 25/04/13 to be uploaded soon	Asset Management Team (AMT)	AMT to advise when upload occurs	**Not implemented**
06	The 'Y Drive' to be mapped to relevant staff and 'read only' access to the Fixed Asset Registers granted	GPR	Agreed	Group Accountant (Capital) to request IT Section	31/07/2013	**Not implemented** - change request submitted 18/09/13 but shared folder not yet set up

Fundamental Audits 2012/13
Not Implemented Recommendations

Report Ref	Recommendation	Class	Agreed Action/Comments	Responsibility For Implementation	Implementation Date	Action Taken
Payroll 2012/13						
	Leavers					
2.3.2	End dates should be placed on the system for temporary contracts for all areas within payroll	LR	Pay & Benefits Manager to discuss in Team Leaders meeting July / August and implement	Employee Services & Payroll Manager	October 2013	**Not implemented** - alerts in place on the Outlook system for the end date. End dates still not entered on ISiS for Education posts This will be in place following the harmonisation of terms and conditions under Pay and Grading

Fundamental Audits 2012/13
Not Implemented Recommendations

Report Ref	Recommendation	Class	Agreed Action/Comments	Responsibility For Implementation	Implementation Date	Action Taken
Payroll 2012/13 (cont.)						
2.5.4	**Honorariums** An honorarium end date should always be entered on ISIS to eliminate the possibility of an honorarium being paid after the honorarium end date. **(Previous Report Recommendation)**	MR	Pay & Benefits Manager to discuss in Team Leaders meeting July / August and implement if possible	Employee Services & Payroll Manager	August 2013	**Not implemented** - alerts in place on the Outlook system for the end date. End dates still not entered on ISiS for Education posts This is being progressed and will be implemented as part of Pay and Grading and Lean Systems Working.

Fundamental Audits 2012/13
Not Implemented Recommendations

Report Ref	Recommendation	Class	Agreed Action/Comments	Responsibility For Implementation	Implementation Date	Action Taken
Payroll 2012/13 (cont.)						
2.5.5	**Authorised Signatories** As noted previously the Authorised Signatory listing should be kept up to date Old signatory listings should be removed to ensure that only current ones are on file Staff should be familiar with the authorised signatories to ensure that records are only processed if appropriately approved **(Previous Report Recommendation)**	MR	This issue needs to be communicated at CMT/HoS	Employee Services & Payroll Manager / Head of Human Resources	September 2013	**Not implemented** - updated signatory lists have been requested but not all departments have provided updated lists. Employee Services & Payroll Manager needs to have further info on what lists are not avaialble and/or out of date

Fundamental Audits 2012/13
Not Implemented Recommendations

Report Ref	Recommendation	Class	Agreed Action/Comments	Responsibility For Implementation	Implementation Date	Action Taken
Housing Rents 2012/13						
2.1	**Office Manuals**					
2.1.2	The Senior IT Development Officer should ensure there are adequate procedure notes to follow in relation to the more complex database updates and other responsibilities to ensure continuation of service by another user is guaranteed should there be periods of unexpected absence.	LR	Agreed	Senior IT Development Officer	August 2013	**Not implemented -** staff changes in Housing has meant that it has not yet been possible to complete.