

Corporate Areas Only: High Level Recommendations That Are Overdue - Recommendation Tracking

No.	Unique Rec. Ref	Audit Subject	Date reported to Cttee	Recommendation	Target Date for Implementation	Current Status	Actual Date of Implementation
1.	04252	Sustainable Warmth – Home Upgrade Grant verification	N/A	<p>The Commissioning Officer should continue to liaise with E.ON and MNZH to investigate eligibility in the cases identified and to obtain assurance from E.ON that verification processes are reviewed and any required improvements taken forward.</p> <p>Until resolved, costs to be discounted from the expenditure claim to be submitted and the Commissioning Officer to clarify and agree with MNZH the action to be taken to recover these costs to prevent financial loss to the Council once the outcome of the investigations are known, whether eligibility is proven or not.</p>	01.09.2023	<p>Management agreed to: conduct further investigations where required and escalate issues to E.ON and MNZH to ensure experienced scenarios cannot be repeated. Ensure eligibility is captured within CRM by batch approval stage, before installs are approved and planned in.</p> <p>The lead Commissioner confirmed that E.ON has obtained the evidence but it has yet to be received by SCC. Once obtained and verified, this recommendation will be closed as implemented.</p> <p>Status: Open Partially Implemented</p> <p>Revised target date 31.01.2024</p>	N/A

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2.	00943	Agency Staffing Contracts	26.04.2022	It is recommended that centralised records of contingent workers including locum and consultancy workers are established and maintained up to date.	31.08.2023	<p>A central record is in development (currently on a Excel spreadsheet) as no system in Council that as functionality to hold this information at this stage. links made with David Poole for info and procurement work on list is ongoing as we try a piece information together on current workers outside of the Comensura contract.</p> <p>Status: Open Partially Implemented</p> <p>Awaiting Revised Implementation Date.</p>	N/A
3.	00768	Parent Pay	N/A	It should be ensured that reconciliations are carried out in a timely manner from income being received into the Councils bank account and that any unmatched or unallocated income is investigated and cleared. Contingency arrangements should be put in place to ensure that reconciliations are carried out and income is matched in My Finance should the Senior Debt Recovery Officer in charge of Parent Pay be unavailable. An independent reconciliation review process should further be in place with weekly	31.12.2022	<p>At a meeting with the Income Manager on 23/11/22 it was confirmed that reconciliations have been brought up to date and a review process is in place. It was noted that the partially matched income still needs to be investigated with AP and relates to refunds during the covid related school closures.</p> <p>Status: Open Partially Implemented</p> <p>Awaiting Revised Implementation Date.</p>	N/A

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				reconciliations reviewed and approved by the Income Manager to evidence accuracy and timeliness of reconciliations.			
4.	00541	Infrastructure + - Asset Data Management	20.09.2022 & 25.04.2023	Examples were identified where asset data has not been shared efficiently for new assets to ensure that they are recorded on the asset inventory and LSG. As a result, it is recommended that the examples identified during the audit review should be investigated and addressed.	31.03.2023	<p>Management agreed to review the examples identified in this audit and provide all required information to Highway Data team to enable updating of current asset data information that can be provided at this stage (i.e. LSG and Highway Maintainable at Public Expense (HMPE) dataset).</p> <p>The Highways Asset Senior Engineer reported to the Audit & Standards Committee at its meeting in April 2023 that good progress is being made in relation to this recommendation through a service level review of data collection and cloud-based strategic and asset management software.</p>	N/A

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						Status: Open Partially Implemented Revised target date 31.12.2023	
5.	03981	NEXXUS Residential Care Homes	11.07.2023	Management should ensure that all assets and inventory are documented in asset and inventory registers in accordance with Financial Regulations. It should be ensured that records are maintained regularly and asset verification/inventory stock checks are carried out periodically to ensure correct recording and safeguarding of assets and inventory.	01.10.2023	It was confirmed with Nexxus Operational Director that action is still ongoing. There has been a significant refresh process in relation to assets and inventory across both sites with many assets written off and new assets acquired. The asset and inventory review process is currently ongoing:- Bracken House - The process of updating and creating an inventory register is currently ongoing and will soon be completed. Meadowyrthe - The process of documenting the inventory at Meadowyrthe has not yet been started but is due to start soon. An annual inventory verification check process	N/A

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						<p>will be implemented once registers are created.</p> <p>Status: Open Partially Implemented</p> <p>Revised Implementation Date: 31 January 2024</p>	
6.	03984	NEXXUS Residential Care Homes	11.07.2023	<p>Management should consider implementing the following actions:</p> <ul style="list-style-type: none"> • Ensuring that orders are raised for procurement in accordance with the provisions of Financial Regulations. • Ensuring all invoices and expenditure are authorised in accordance with the Scheme of Delegation. Evidence of authorisation should be retained on file. 	01.10.2023	<p>Through discussions with the Nexxus Operational Director, it was confirmed that there currently is not a purchase order system in place.</p> <p>The CEO is due to discuss the purchase order system with Legal Services on 28 November and discussions are ongoing in relation to the requirements of purchase orders.</p> <p>However, it is now ensured that purchases are approved in accordance with the Scheme of Delegation.</p> <p>Emails are retained to evidence this approval.</p> <p>A further update to this recommendation and actions to be taken</p>	N/A

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						provided by 1 st December 2023 Status: Open Agreed with Management Awaiting Revised Implementation Date.	