

ACTION PLAN RE USE OF RESOURCES

Auditor Recommendations	Officer response	By when	Member monitoring
<p>Improve the process for the production and audit of the accounts to ensure the accounts submitted for audit present fairly the Council's financial position (i.e. be free from material error and mis-statement) and contain only a small number of non-trivial errors, and timely</p>	<p>Closure timetable drawn up with the aim of allowing time for detailed review before submission to Audit Committee. Experienced temporary staff engaged. Early engagement with new auditors to establish working arrangements and identify particular issues.</p>	<p>June 2008 to Audit Committee</p>	<p>Audit Committee on receipt of report (by comparison with last year. Subsequent Annual Governance report from Grant Thornton in September.</p>
<p>Improve the accuracy and meaningfulness of budget monitoring information, including the use of operational activity indicators</p>	<p>Agreed. Approach will combine: focus on priority areas (high impact, volatility, demand-led), training for budget managers and more analytical reporting.</p>	<p>From July 2008, possibly phased in with Shared Service/</p>	<p>Cabinet through quarterly reporting. Budget Panel have also indicated they wish to review out-turn against service plans.</p>
<p>Further proactive management of debt collection for all material categories of income collection should be undertaken, along with detailed consideration of the cost and effectiveness of action taken.</p>	<p>There is already proactive management of all material categories of debt, with improving collection rates year on year. Sundry debtors collection target has now been added to the service plan and the write-off procedure notes have been amended to add more detail about cost-effectiveness of recovery.</p>	<p>Already done.</p>	<p>Portfolio holders/Budget Panel through finance digest. Portfolio Holder through quarterly review</p>
<p>Continue to roll-out risk management training for all staff and ensure that Members further their role in risk management.</p>	<p>The current version of the Key Lines of Enquiry requires that staff and Members have <i>relevant</i> training. This will continue to be the case. Risk Implications in reports are to be made more structured as a means of embedding understanding.</p>	<p>Ongoing.</p>	<p>Audit committee through regular reports on Risk Management. Involvement of Member Champion.</p>

Embed the business continuity plan in all aspects of the council's activity and ensure it is appropriately and regularly updated and tested	Being addressed by the risk Management Group, with some initial testing done in March. Power cut in April tested some aspects for real.	Ongoing	Audit committee through regular reports on Risk Management. Involvement of Member Champion
Continue to develop unit costing for all key services	Unit costings is not a problem, the issue is benchmarking, as explained above	Ongoing	Budget Panel reports
Continue to develop and embed the concept of whole-life costing within procurement	Is already part of the procurement Strategy but scope to demonstrate is limited	Ongoing	Procurement Board through routine reporting of initiatives
Develop intelligent targets to improve efficiency and value for money linked to an overall efficiency plan.	Value for Money Strategy to be produced, in conjunction with the updated Medium term Financial Plan	To Cabinet in June	Cabinet and Budget Panel through monitoring reports, and future budget proposals. Procurement Board for procurement efficiencies.