

High Importance Recommendations – Position at 15th February 2023

<u>Audit Title (Owner)</u>	<u>Summary of Finding(s) and Recommendation(s)</u>	<u>Management Response</u>	<u>Action Date (by end of)</u>	<u>Confirmed Implemented</u>
Reported March 2023				
Construction Projects (CDM Compliance) Estates & Building Services Director, City Development and Neighbourhoods	<p>Finding: Some arrangements exist for the review of project compliance with CDM requirements; however, there isn't a central team/resource in place to provide overall, independent oversight in accordance with a formal strategy and central listing of all capital projects.</p> <p>Recommendation: An appropriate and experienced officer should review the existing arrangements for CDM compliance and ensure that clear, aligned approach for the on-going assessment of CDM compliance across the Council is documented in a CDM compliance strategy. This strategy should be referenced to a suite of supporting procedures as well as a central database that identifies all capital projects, identifying compliance requirements and details of evidenced assessment. Once approved, it should be ensured that the CDM compliance strategy is appropriately communicated.</p>	<p>The Corporate Health & Safety Manager will be leading a review of governance arrangements for CDM compliance. Senior management oversight of the revised governance structure will be provided by the Strategic Director of City Development and Neighbourhoods. A CDM Compliance Strategy will be prepared and presented to the City Development and Neighbourhoods Management Team for approval, to support improved governance arrangements that will be introduced by the target date (30th June 2023).</p>	Jun 2023	

Inglehurst Infant School (Headteacher)	<p>One high importance recommendation was made in the report relating to the schools' budget deficit position.</p> <p>Finding: The 2022/23 budget forecast plan showed that the school was predicting an in-year deficit of £132,847 and an overall carry forward deficit of £49k; 2023/24- £137,635 (deficit) and followed by 2024/25 - £245,032 (deficit).</p> <p>Recommendation: The Governing Body should work closely with the school and the Local Authority to ensure that the deficit budget plan (when in place) is followed to ensure that the school's finances are strictly in line with agreed plan</p>	<p>The January 2023 Outturn predicts an in-year deficit of £84,300 with an end year balance of -£67,961. The capital balance is £56,149.</p> <p>The decision on which academy the school will be joining will be made on 22nd February 2023, the school have not been given timescales after this date yet.</p> <p>The budget deficit plan has been agreed by the Headteacher and Chair of Governors, the next Finance Committee meeting date is set at 7th March 2023 where the budget deficit plan will be discussed as a regular agenda item (agenda provided as confirmation).</p>	<p>January 2023</p> <p>Extend to April 2023</p>	
Folville Junior School (Headteacher)	<p>One high importance recommendation was made.</p> <p>Finding: Ledger reports identified a NatWest Investment Account with a balance of £20,000 but it was inconclusive during the audit if the account still existed or had been transferred onto the main school account.</p> <p>Recommendation: Investigate with NWB and inform Governors of the outcome.</p>	<p>Further enquiries have been made by the Business Manager relating to the £20k; explanations have been provided to the Headteacher, Chair of Governors and Chair of Finance during a meeting on the 23rd January 2023. It was agreed that this was an accounting transaction for the school and LA system purpose. Steps have been taken to remove this accounting entry to avoid any further confusion.</p>	<p>January 2023</p>	<p>Yes</p>

St John the Baptist Primary School (Headteacher)	<p>The report included a number of recommendations of which five were high importance recommendations.</p> <ol style="list-style-type: none"> 1. The school's Standards for Financial Administration Policy should be updated and ratified by the Governing Body. 2. Outturn statements and budget revisions should be presented and approved by the Governing Body prior to them being submitted to the Local Authority. 3. The School Improvement Plan and Annual Budgets should be formally presented to the Governing Body, discussion and approvals of this should be clearly minuted. 4. Payroll tabulation reports should be reconciled each month against the school's staffing and pay documentation; previous period reconciliations should be brought up to date. 5. Audit testing identified discrepancies on payroll tabs - recommendation made to ensure staff members' personnel records on SIMS.net are kept up to date with any changes to staff contracts including changes in the pay scales 	<p>Good progress is being made in implementing the recommendations; the Business Manager is undertaking some further work to ensure all the recommendations are fully implemented.</p> <p>Internal Audit will continue follow-up and report on progress made.</p>	<p>January 2023 Extend to April 2023</p>	
Bed & Breakfast Emergency Placement (Head of Service - Housing)	<p>One high importance recommendation was made.</p> <p>Findings: Audit testing identified a number of service charges for booking hotels and breakfast charges, which were considered to be incorrectly charged as per the contract.</p> <p>Recommendation: Advice should be sought from Legal Services to establish exactly what charges the Council should be legitimately paying as per the contract.</p>	<p>Legal Services has been contacted and they are looking into the contract..</p> <p>Internal Audit will be notified of the outcome as soon as they hear from Legal Services. Therefore, the recommendation made is currently work in progress.</p>	<p>Dec 2022 Extend to Mar 23</p>	

	Following this advice, any charges that are considered to be overcharges should be promptly recovered			
Emergency Repairs (Head of Service - Housing)	<p>One High Importance Recommendation was made.</p> <p>Finding : Reviews of emergency repair jobs do not regularly take place to confirm that issues have been appropriately evaluated as emergencies and that emergency repair work has been appropriately completed and recorded.</p> <p>Recommendation : A programme of evidenced, sample-based reviews of emergency repair activity will be introduced. The information required to support the programme of sample-based reviews will be agreed as readily available with the third party responsible for out-of-hours call handling services. Where issues are identified through the review process, appropriate action will be taken (e.g. the provision of additional training and guidance; the correction of recorded data).</p>	<p>Activity is taking place to help ensure that the action will be completed, as anticipated, by the target date of 31st March 2023.</p> <p>An improvement action plan is being developed from the audit report, and tasks are now being planned in to deliver on the improvements identified. A Repairs Manager has been allocated operational and contract 'lead' within the Housing Division and a contract meeting with Pinnacle is being set up in February to implement and embed many of the best practice improvements identified in the audit report.</p>	Mar 2023	
Reported November 2022				
Direct Payments (Head of Locality East and SRCT)	<p>The audit highlighted weakness in the annual review process. One high importance recommendation was made:</p> <p>Annual reviews of the support plans should be undertaken to establish whether the needs of the person on Direct Payments had changed and the Direct Payments remained appropriate.</p>	<p>Two Care Management Officers have been recruited, one is in post and the other undergoing training. Work is underway to clear the overdue reviews and some progress has been made on cases that are overdue by 12-15months; however ASC still remains under pressure and constantly re-prioritising its work.</p>	<p>Jan 2023</p> <p>Extend to Jun 23</p>	

		Progress of annual review process will continue to be monitored by Internal Audit.		
Rolleston Primary School (Headteacher)	<p>A number of weaknesses were identified in the school financial audit, which included high importance recommendations relating to the governance arrangements:</p> <ol style="list-style-type: none"> 1. Resources committee minutes and supporting documents should be circulated to governors prior to the meeting 2. Approval of key policy documents and prior minutes should be clearly documented. 3. Governors should be encouraged to raise matters at meetings to demonstrate their 'critical role' and minutes should be sufficiently detailed to reflect this challenge. 4. Governors' meeting minutes should clearly document the approval of the deficit budget plan and the deficit position should be monitored against the budget plan to ensure this remains on track. 	Internal Audit follow-up work has confirmed that the school has made good progress and all the High Importance recommendations have now been fully implemented.	Jan 2023	Yes
Reported Sept 2022				
Key ICT Controls (2020-21) (Head of IT Operations)	<p>The audit identified a number of weaknesses, three high importance recommendations were made in the report:</p> <ol style="list-style-type: none"> 1. Adequate Disaster Recovery (DR) governance arrangements should be established. 2. A High-level Disaster Recovery Test Strategy should be developed with lower-level 	A draft DR Test Strategy has been produced and is currently being reviewed internally with Networks and Server Team Leads. Once the review is completed a final version will be presented at the next Architecture Board for sign-off and	<p>Dec 2022</p> <p>Extend to April 2023</p>	

	<p>assessments being undertaken for individual DR tests as they are planned.</p> <p>3. Resiliency testing of the network and key applications should be planned and undertaken as soon as possible</p>	testing can be planned. These Recs should be completed by the next A&RC.		
GDPR (Data Protection Officer – DPO)	<p>Within the earlier audit (Nov 18) it was confirmed that although Information Asset Registers (IAR) had been completed by relevant sections, gaps had yet to be identified – this could potentially lead to Data/Information breaches as gaps in compliance are not identified.</p> <p>Two High Importance recommendations were made, one of which was cleared at the last Committee update. The remaining HI is as follows:</p> <p>Meetings with Information Asset Owners should be undertaken as a matter of urgency to identify possible gaps in meeting Data Protection Act requirements. These gaps should then form sectional action plans which the relevant section should be monitored against.</p>	<p>The Government have not yet re-presented the new Data Protection Bill so it is still not clear whether a Record of Processing Activities (ROPA) will need to be maintained. Progress of this Bill is being monitored by management, as it's possible that the recommendation may become superseded.</p> <p>No further updates, as the bill is expected to be presented in June 2023.</p>	<p>Jan 21 June 21 Sept 21 Dec 21 Jan 22 Apr 22 Nov 22</p> <p>Extend to July 23</p>	<p>1. Yes 2. No</p>

Audit/A&RC/230315/Appendix 1 HI Progress Report
Last Revised 15th February 2023