

EFDC Internal Audit Recommendation Tracker (Overdue and In Progress)

Last updated: 03 September 2018

Audit Year (Date Report Issued)	Rec Ref	Original Recommendation	Priority	Managers Original Response	Responsible Officer / Assistant Director	Original Imp Date	Revised Imp Date	Status Update from Management	Status
Recruitment of Staff Report No. 15.16/17 June 2017	4	The Recruitment Toolkit procedure should be reviewed and updated if appropriate to ensure that they reflect current working practices. Once updated, the latest version should be added to the intranet, so that they are available for reference by all members of staff.	Low	Human Resources have an overall policy review timetable and are currently updating the 'organisational change' policy. The Recruitment Toolkit is scheduled to be reviewed later in the year.	HR Manager	30/08/18	31/12/20	Aug 18: This is now proposed as part of the recruitment strategy work plan and will be the last item in 2020. The Recruitment Strategy is yet to be approved	Overdue
Management of Council Housing Voids Report No. 09.16/17 June 2017	1	The system for transferring void property keys between Housing Options and Housing Repairs should be reviewed ahead of the relocation of the Housing Repairs Service to Oakwood Hill Depot.	Med	A review of the process for transferring keys will be undertaken, both now and when the Repairs Service relocates, to consider if any time can be saved.	Assistant Director Housing Operations/ Assistant Director Housing Property/ Director of Communities	31/03/18	31/04/19	Aug 18: The movement of keys between the Repairs Service and Housing Options is yet to be reviewed again. However, this is logged as an action on the live project P150 Relocation of the Repairs Service to Oakwood Hill Depot. The revised target is in advance of the intended move in April 2019.	Overdue
Leisure Management Contract Report No. 18.17/18 May 2018	4.4	The financial monitoring and contract payment process should be documented to ensure business continuity.	Med	The processes will be documented and stored on the common drive.	Leisure Contract Manager in conjunction with the Assistant Director Accountancy	30/06/18	30/12/18	June/Aug 18: This has been delayed due to resource issues. A job description and person specification for an administrative assistant is currently being drafted.	Overdue

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Payroll Report No. 22.17/18 April 2018	3	The new electronic new starter forms should incorporate an in-built application control that mandates the completion of all fields in the form prior to submission. The HR Team should raise this at the next project development meeting (or equivalent forum).	Low	A form is in the process of being developed with ICT. It will need thorough testing before implementation	HR Manager, People Team	31/08/18	28/02/19	Aug 18: This will be done as part of the proposed recruitment strategy work plan. This is due to start in November 2017 and complete in February 2018. The Recruitment Strategy is yet to be approved.	Overdue