

APPENDIX B HIGH PRIORITY RECOMMENDATIONS

No.	Report Title	Recommendation	Management Response	Responsible Officer	Implementation Date	Implementation Status
1.	Garages 2008/09	It is recommended that advice is sought from Accountancy on calculating the expected garages income at the month end based on the number of garages let in the period. The expected garages income is reconciled monthly against the actual income stated on Integra. The monthly garages income reconciliation is signed and dated as reviewed by the Property Manager.	Agreed	Property Manager	October 2009	<p>Partially Implemented</p> <p>Wider issue have been identified by Accountancy during the implementation of this recommendation. The implementation date has been extended from April 2009 to October 2009</p> <p>Nov 09 update – There has been a change in staff which has resulted in a delay in fully implementing this recommendation.</p>
2.	Taxi Licensing 2008/09	It is recommended that on a monthly basis the Taxi Licensing actual income recorded on the Payment Slip is reconciled to Taxi Licensing Accounts on the Council's accounting system [Integra].	<p>Agreed.</p> <p>IT will be consulted to assist in the implementation of this recommendation. May require further</p>	Licensing Manager	May 2009	<p>Partially Implemented</p> <p>The Licensing Manager is finalising the solution to implement this recommendation. The implementation date has been extended from May 2009 to December 2009.</p> <p>Nov 2009 update - Internal</p>

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			exploration.			Audit were advised that due to severe resourcing issues it is unlikely that this recommendation will be completed by the revised implementation date.
3.	SBC Creditors 2008/09	It is recommended the Exchequer Manager liaises with the System Accountant, to create a report which identifies bank detail changes on Supplier accounts, this report should be checked on a periodic basis against expected changes and any discrepancies highlighted and investigated.	Agreed	Exchequer Manager /Systems Accountant	July 2009	<p>Partially Implemented</p> <p>The implementation date had been previously extended from April 2009 to July 2009. It is now anticipated that this recommendation may not be implemented until 31 March 2010</p> <p>Nov 2009 Update – The System Accountant has developed a report which is in the process of being verified by Exchequer.</p>
4.	Integra GL Finance Application Audit 2008/09	It is recommended that periodic user access reviews should be conducted to ensure unused accounts are disabled on a timely basis.	Agree. A full review of user access will be conducted to establish a baseline position. A	Head of E-Government & Business Systems	December 2009	<p>Not yet due for implementation</p> <p>The baseline position was to be established as part of the upgrade to the Integra system. The upgrade has yet to commence due to delays</p>

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			process will then be introduced to regularly (e.g. quarterly) review user access to ensure that access is appropriate.			in the implementation of the replacement Revenues and Benefits system. The Integra upgrade is now due to be complete by April 2010.
5.	Integra GL Finance Application Audit 2008/09	It is recommended that, as per the stated implementation date of December 2009, management develop their Business Continuity Plan (including the technical element). Once implemented, management should adequately test the plan on a frequent basis to ensure its continued effectiveness. Management should also ensure that the Integra application can be recovered at an alternative site in line with agreed business expectations	Agree. The technical solution is to be in place by June 2009. A fully documented BCP plan for the IT element is to be in place for December 2009.	Head of E-Government & Business Systems	December 2009	Not yet due for implementation The system has been moved to the Council's 'virtual' infrastructure, which is core to the organisation's Business Continuity arrangements. Herts County Council's offices in Stevenage have been identified as a potential secondary site and discussions about the feasibility and associated costs are ongoing.
6.	CCTV 2008/09	It is recommended that advice is sought from Accountancy Services to set up a CCTV trading	Agreed	CCTV & Parking Services	December 2009	Not yet due for implementation

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		account		Manager		CCTV & Parking Services Manager has been in communication with Accountancy, a decision needs to be made on whether to introduce the Trading account in year or from 1 April 2010.