

Appendix 1 – AGR Action Plan

Page no.	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Agreed	Comments	Date
Annual Governance Report						
12	R1 Undertake more regular reconciliations of housing benefits. This should include reconciliation of overpayments.	3	Sean Clark	Yes	Reconciliations are being done and the process is being reviewed.	Commence Sept 2010
12	R2 Undertake a reconciliation of income between the Controcc system and the general ledger.	3	Sean Clark	Yes	A review has been undertaken regarding the information that is required from Controcc to undertake the reconciliations. The reconciliation process is being worked on.	31 March 2011
12	R3 Implement a robust process for providing assurance that all assets owned by the Council have been identified and are included within the fixed asset register.	3	TBA	Yes	Work has been ongoing over a period of time on the asset management strategy. Finance is reviewing with Lands the assets that are on the fixed asset register compared with the master list. This will be reviewed in conjunction with the Asset Management Plan. Meetings will be set up on a quarterly basis between Corporate Finance, Legal and Lands to ensure that the information held for accounting and lands purposes are complete.	Ongoing
12	R4 Continue the progress made in 2008/09 and 2009/10 to ensure that for 2010/11, working papers are fit for purpose, meet the working paper requirements that we agree with officers before the start of the closedown, and are available on the agreed date.	3	Sean Clark	Yes	Corporate Finance will be updating the 2009/10 working papers to reflect the issues identified during the audit process to bring them up to standard. This will then form the basis of the working papers next year. As part of the restatement of accounts the working papers are being revisited and where necessary revised for the future.	Commence Sept 2010

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					The Audit Commission have held meetings with the Finance staff to highlight areas of good practice and where improvements are needed.	
12	R5 Update the accounting policy and practice to ensure that Corporate and Democratic Core and Non-Distributed Costs are recharged across all services, including the Housing Revenue Account, so that these costs are fairly shared across rentpayers and council taxpayers.	3	Sean Clark	Yes	A review of all recharges will be carried out, including this area this will done as part of the budget setting. Work has already commenced to identify the activity of the Vertex services to more accurately recharge these.	Commence Oct 2010
12	R6 Improve the process for the producing the cashflow statement to ensure that the figures it contains can be supported.	3	Sean Clark	Yes	The cashflow statement is being reviewed as part of the IFRS process. It will be produced following the indirect method.	28 February 2011
16	R7 Develop the medium term financial planning process further and embed it within the culture of the Council's financial management, ensuring: <ul style="list-style-type: none"> balances are rebuilt as planned over the next few years; budgets are not overspent; appropriate decisions are taken over service levels the Council can afford. 	3	Martin Hone	Yes	This work is a high priority for Members and Officers alike. Significant progress has been made in forecasting and the use of this information already. A Reserve Strategy was agreed by Full Council in February and the debt restructuring that has recently taken place will speed this process up. Work on the MTFS is taking place. The MTFS is going to Cabinet on 18 February 2011 as part of the Corporate Plan.	Ongoing
17	R8 Continue to work with Vertex to ensure that all efficiencies are identified especially in this time of budget constraint. To support this develop a forward plan for business opportunities and tangible efficiencies.	2	Richard Waterhouse	Yes	There is already an open dialogue with Vertex and a series of opportunities identified and in the process of being validated.	Ongoing
17	R9 Review and improve governance arrangements and relationships within the	3	Andy Millard /Tasnim Shawkat	Yes	Governance arrangements and relationships within the Planning Committee has already	Completed

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	Planning Committee to prevent tensions and improve decision making to prevent failure in an important area of the Council's work.				<p>been improved and implemented.</p> <p>The new Constitution in place since 1 April 2010 has improved provision for call in by Members of officer delegated decisions as well as detailed guidance on decisions contrary to officer recommendation.</p> <p>There is also an updated Planning Code of Practice in the Constitution. In addition to declaring any personal and prejudicial interest Members have also been declaring any correspondence or contact by developers.</p> <p>The chair attends planning briefings, all Planning Committee Members have been trained since the beginning of the municipal year and there is a programme of continuous development on planning issues.</p>	
17	R10 Standards Committee should monitor the work of the Planning Committee and provide support and training to ensure high ethical standards are met.	2	Tasnim Shawkat	Yes	<p>The Standards Committee has received reports on the planning committee and is due to receive an update in November 2010.</p> <p>Independents Members have been identified to shadow all three regulatory committees including Planning Committee. This is to increase the understanding of the issues being dealt with by the committees, to provide a critical friend support to the Chair of the committees and to identify any training needs.</p>	Completed
18	R11 Develop performance management arrangements and relevant performance	3	TBA	Yes	Work has been ongoing over a period of time on the asset management strategy. The asset	Feb 2011

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	indicators to monitor the strategic use of assets to ensure they deliver value for money to the Council.				management plan is due to go to Cabinet on 18 February 2011.	
18	R12 Continue to develop the strategic asset management plan as outlined in the emergency budget report and develop a consistent single register of all assets held.	3	TBA	Yes	Work has been ongoing over a period of time on the asset management strategy. The asset management plan is due to go to Cabinet on 18 February 2011.	Feb 2011