Audit Tracker

Ref	Review	Review Date	Issue Noted	Risk Rating	Recommendation	Updater	Owner	Due Date	Forecast Completion Date	% Complete	Comments
EA002	Certification of Claims and Returns	23-Mar-2010	All PC and Laptop Assets recorded with user and location details. All infrastructure Assets to be documented (with photographic evidence where possible) with location details	Medium	The Council should obtain a record of the laptop allocations and confirm their location	Fiona Colcutt	Jane Lubbock	31-Jan-2011	30-09-13	80	Windows 7 Project in progress and all PCs and laptops are being checked and updated. Some duplicates are being removed. An updated full list including location will be available at the end of the project. Expected date December 2013
EA372	Annual Governance report	1-Sep-2012	Remind Members and Group Leaders of the importance that all need to make the appropriate governance disclosures.	Medium	Remind Members and Group Leaders of the importance that all need to make the appropriate governance disclosures.	Anna Winship	Anna Winship	31-Mar-2013	30-06-13	95	Requests for completion have been sent out to all Members and those not returned have been chased.
IA382	Garden Waste	1-Nov-2012	No reconciliations are performed between Lagan, Whitespace and Agresso to confirm completeness of subscribers and accuracy of income received	Medium	Put in place a regular reconciliation between the three systems.	Lyn Barker	Nigel Kennedy	31-Dec-2012	28-Feb-2013	100	With a move to Direct Debits for garden waste the reconciliation will be completed on a monthly basis
IA172	ICT	27-Apr-2010	###########################	Medium	###########################	Fiona Colcutt	Jane Lubbock	30-Apr-2010	30-Sep-2013	80	The M drive project has been delayed to be done alongside the Windows 7 rollout and this issue will be resolved once SharePoint is implemented
IA395	HR Policy Review	1-Mar-2013	Organisational Change Policy The majority of other Councils incorporate the redundancy pay scheme within their policy whereas the Council's equivalent policy is included in a separate document	Medium	The redundancy pay scheme policy is included within the Organisational Change policy.	Simon Howick	Simon Howick	1-Apr-2013	30-Sep-2013	10	Agreed. The Council will incorporate the redundancy pay scheme policy within the Organisational Change policy. Also, the policy repeats itself in appendix one and a rationalisation of this will help with clarity and brevity.
IA396	HR Policy Review	1-Mar-2013	Performance Improvement Policy- The staff expectations section within the policy is limited and there is little information on how staff can maintain or improve performance.	Medium	A section is added in the policy for staff on how they can maintain or improve their own performance	Simon Howick	Simon Howick	1-Apr-2013	30-Sep-2013	10	Agreed. More clarity will be added to the policy around how staff can improve their performance
IA397	HR Policy Review	1-Mar-2013	Performance Improvement Policy- The informal stage of the performance improvement policy does not give guidance on timescales which causes confusion amongst employees and managers.	Medium	Guidance around the informal stage of the policy is written.	Simon Howick	Simon Howick	1-Apr-2013	30-Sep-2013	10	Agreed.
IA398	HR Policy Review	1-Mar-2013	###########################	Medium	###########################	Simon Howick	Simon Howick	30-Sep-2013		10	###########################
IA400	Housing Benefits	1-Mar-2013	###########################	Low	Checks will be carried out consistently on a monthly basis throughout the remainder of the year and the new target will be achieved on a monthly basis.	Helen Bishop	Helen Bishop	31-Mar-2013		100	The target of carrying out a 10% check is now being met, and this will be monitored on a monthly basis to ensure this continues.

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