





Outstanding Audit Recommendations Followed up in Q2 2023/24

	Recommendation reviewed and found not implemented
	Recommendation reviewed and found to be partially implemented
	Recommendation reviewed and found to be implemented
	Recommendation reviewed and found to be mitigated

Communities

Service Area	Responsible Officer	Audit Recommendation	Priority	Implementation Date	Findings
Waste and Recycling	Head of Waste and Recycling	<p>Bulky Waste 2022-23 Progress reviews with Orchard should be formalised to demonstrate regular contract monitoring.</p> <p>Discussions should include:</p> <ol style="list-style-type: none"> 1. A review of Key Performance Indicators (merit in introducing new KPI's). 2. Total number of items recycled to be included on the monthly statistics submitted by Orchard (where possible to include verification of the items 'end destinations'). 3. Verification of the vetting and safeguarding arrangements in place. 	Medium	April 2023 Dec 2023	<p>Partially implemented:</p> <p>A meeting was held on 12/09/2023 between the Waste and Recycling team and Orchard. Verbal assurance was obtained that this meeting included a discussion in respect of the audit recommendations. A future follow up will review the minutes of the meeting to confirm this and ensure that regular contract monitoring can be demonstrated.</p>

People, Culture and Performance

Service Area	Responsible Officer	Audit Recommendation	Priority	Implementation Date	Findings
People, Culture and Performance	Associate Director: People, Culture and Performance	<p>Timesheet Recording and Administration of Annual Leave 2022-23</p> <p>HR should lead in facilitating a full reconciliation between employee annual leave records and the amounts carried over to My HR. This should include a review to ensure that timesheets have been configured correctly in terms of contracted hours.</p>	High	April 2023 October 2023	<p>Partially implemented:</p> <p>In order to carry out the reconciliation, HR have requested that all leave sheets from each team to provided. The majority of records have been received and the HR and OD Assistant is in the process of contacting the remaining individuals.</p> <p>An exercise will then be completed to collate the information and reconcile the leave entitlements against previous records and the MyHR system.</p>

Resources

Service Area	Responsible Officer	Audit Recommendation	Priority	Implementation Date	Findings
IT and Cyber	Associate Director of IT and Cyber	<p>IT Laptops 2022-23</p> <p>In line with Section 6 of the Council's Contract Rules, waiver of these rules should be sought to promote and maintain transparency.</p>	Medium	April 2023	<p>Mitigated:</p> <p>Due to the unprecedented circumstances related to the procurement of laptops for service delivery during the pandemic, and the period of time that has since elapsed, the S.151 Officer has agreed that a waiver will not be sought in this instance.</p>