

Audit Title	Target Date	Person Responsible	Agreed Management Action	Date Action Reveiwed	Review Update
Asset Register (16.19/20)	31/5/2020	Stuart Aislabie	<p>The Principle Asset Manager will undertake a review of the current Asset Management Procedure to determine the responsibilities of all involved departments and staff. The procedure will be updated to outline:</p> <ul style="list-style-type: none"> •How to identify assets; •Responsibility of staff in reporting new assets and disposals to the Finance team, the Legal team and the Asset Management team; •Documentation to be held for assets owned by the Council; •Timeliness and responsibility of reconciliations between the asset values in the asset register and the general ledger; •Timeliness and responsibilities for all involved teams within the asset revaluation process and updating of results; •The process for disposals and acquisitions of assets; and •The requirement for the Principal Asset Manager to oversee the preparation and implementation of a physical asset inspection process which will allow the Council to take assurances on the integrity of asset details maintained in asset managed records. <p>Once reviewed, the procedure will be approved by the Capital Strategy Board and communicated across all service lines</p>	28/08/20	Ongoing. Updating of procedures not yet finalised. Subject to input and review by Finance/Legal Team whose procedures form part of this action. Target to bring procedures for approval to the Capital Board during September 2020.
Asset Register (16.19/20)	30/6/2020	Stuart Aislabie	<p>The Principle Asset Manager will ensure a reconciliation programme is created and undertaken, including</p> <ul style="list-style-type: none"> •The reconciliation between the Land Registry and the Terrier System; and •Legal notices and the Asset Register. 	27/11/2020	Request extension with regards this action. The Terrier cannot currently be accessed on a regular basis to undertake this reconciliation. The Terrier can only be accessed in Observatory House. Additional 3 months requested

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Budget Setting and Budgetary Control (including Forecasting) (27.19/20)	30/6/2020	Jo Knight	The Council will communicate the availability of the Agresso training module to budget holders. Further, the Council will also ensure that all new budget holders complete training available, including the Corporate Induction and the Budget Holder e-learning module.	23/11/20	Started conversation with Agresso Team regarding the scatter gun approach of training. Overarching plan to be produced
Creditors (24.19/20)	31/7/2020	Jo Knight	The Council will complete an exercise to review user accounts with expenditure permissions on Agresso, ensuring authorising capabilities match job positions. Where it is believed that a user should have increased permissions, evidence from the relevant director will be obtained to confirm this.	23/11/20	In progress
Debtors Management (28.19/20)	31/10/2020	Eugene Spellman	The Council will produce an Accounts Receivable Debt Recovery Policy, covering the following: <ul style="list-style-type: none"> •Systematic recovery actions; •Timeframes for actions; and •Exceptions to the policy, including social care cases and how these are approached. The policy will be subject to formal review and disseminated to relevant staff, including the Accounts Receivable team. The Council will explore the feasibility of inputting the recovery actions and timeframes as agreed in the policy onto the Agresso system to allow for invoice flagging and automatic alerts.	2/10/2020	Has commenced, but progress has been impacted by Covid-19 requirements

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General Ledger (15.19/20)	31/3/2020	Alex Cowen	<p>The Council will review the password functions within Agresso to ensure the following prior to end of the 2019/20 financial year:</p> <ul style="list-style-type: none"> • Passwords automatically expire and require changing on a periodic basis; and • Acceptable passwords will be subject to rules (certain lengths and unique characters to strengthen them and minimise the possibility of a security breach. 	20/8/2020	under development. Expected implementation date 31/12/20
Health and Safety	31/7/2020	Robin Pringle	<p>We will ensure that following the full completion of leadership training by directorate Service leads and of directorate actions plans using the template provided, the implementation process is regularly monitored with a directorate self-audit undertaken annually to assess compliance with the policy and identify any potential new weaknesses requiring attention.</p>	23/11/20	Contextual review Covid taking presedence
HR Policies and Procedures	31/3/2019	Dean Tyler	<p>The Council will formulate an overarching procedural document to inform staff on the processes for the creation, approval, review and communication of all Council policies and procedures.</p> <p>This will include the consultation process as part of new/reviewed policies and procedures.</p>	20/11/20	Management action re-assigned to user: Dean Tyler To be addressed now new web site is operational.
Rent Accounts (17.19/20)	30/6/2020	Liz Jones	<p>The Tenancy Commencement and Sign Up Policy will be updated to reflect any amendments made to the 'Fact Sheets' which are linked to it (as per finding two). The updated policy will then be approved by the Service Lead (People) Services. Following this, the policy will be disseminated to all relevant staff, including the Rent Accounts team.</p>	10/7/2020	This action has been postponed due to Coronavirus halting all ISO work but these will be reviewed and amended for accuracy by September 2020. A new set of fact sheets will be produced by March 2021 to take the new housing management system (Northgate) being introduced which has led to a system redesign.

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Rent Arrears Recovery (9.19/20)	31/3/2020	Jo Knight	<p>The Council will investigate the reason behind using multiple debt collection agencies (DCA) and ascertain whether it is necessary to use multiple agencies.</p> <p>The Council will also complete a tendering exercise to ensure that DCAs used for Former Tenant Arrears represent sufficient value for money.</p> <p>Additionally, the Council will agree a contract in place with the awarded DCA to ensure that the collection methods used by the agency are agreed.</p> <p>Collection success rates will be agreed and monitored through the Rent Recovery Team Meetings.</p>	23/11/20	<p>Management action re-assigned to user: Jo Knight (Jo.knight@slough.gov.uk): On hold. Awaiting further guidance from central government regarding debt collection during COVID-19</p>