

Appendix 2

MONITORING PROGRESS ON RECOMMENDATIONS MADE BY EXTERNAL AUDITORS as at 14th November 2002

Recommendation	Priority	Responsibility	Review Date	Comments on Progress
Memorandum to Officers – December 1999				
A formal disaster and business continuity plan should be developed, taking account of contingency planning already undertaken for the Year 2000 project.	Medium	CD(F&ES)	31/03/02	<p>11/01/01 Whilst a formal plan has not yet been written, a number of provisions are in place. We will look to devote officer time to formalise arrangements</p> <p>26/04/01 – New Emergency and Health & Safety Manager post will pick this up. Aim to have plan in place by Spring 2002.</p> <p>10/01/02 – The Emergency and Health & Safety Manager having finalised the Emergency Plan, is now picking this up. Aim to have a draft plan in place by April 2002.</p> <p>20/11/02 - Being developed in conjunction with Risk Assessment work.</p>

Recommendation	Priority	Responsibility	Review Date	Comments on Progress
<p>The ability of existing and proposed new accounting and cash handling systems to cope with the introduction of the Euro should be assessed.</p>	<p>Medium</p>	<p>HFS</p>	<p>31/03/02</p>	<p>31/07/00 – Not yet timetabled 02/01/01 – Timetabled for this year 23/08/01 – Information has been circulated to staff on the January 2002 changeover in Euroland. Euro issues will be raised as part of the budget process 2002/03. January 2002 - Officers are now looking at the detail required for a Euro implementation plan. September 2002 - Detailed Euro planning has not been undertaken. This will follow national events. Given the broad government timetable it is likely that some financial systems will by then be upgraded to Euro compliant versions.</p>

10.1

Recommendation	Priority	Responsibility	Review Date	Comments on Progress
<p>VFM Recruitment and Training –</p> <p>We are aware that the authority is considering the potential for future involvement with IIP and recommend that the questions within the checklist be addressed in order to assist with any work towards this.</p>	<p>High</p>	<p>CD(LPA)</p>	<p>On-going</p>	<p>The council will consider whether it can make a commitment in 2001 to achieve the IIP quality standard in 2002.</p> <p>14/01/02 – The earliest a commitment to achieving the IIP quality standard could be made is 2003/04. A key issue is having Performance and Review fully operative for all staff through 1 – 2 cycles. PDR is being relaunched in April 2002. Work towards achieving the IIP standards (the checklist) will continue.</p> <p>14/11/02 Policy & Finance Committee 10.9.02, Minute 417/02. Council committed to achieving IIP Standard by 2003/04, assessment to be funded from Corporate Training Budget.</p> <p style="text-align: right;">DELETE</p>

10.11

Recommendation	Priority	Responsibility	Review Date	Comments on Progress
VFM Environmental Stewardship – June 2000				
Rochford should take steps to address the low checklist score, in particular by developing an environmental action plan as well as ensuring that council activities receive appropriate accreditation.	High	Corporate Policy	31/03/02	<p>A Local Agenda 21 strategy has been agreed. The checklist will be reconsidered when the Corporate Policy Manager’s post is filled.</p> <p>14/01/02 – the Corporate Policy Manager’s post has now been filled. The LA21 strategy will be incorporated into the new Community Strategy.</p> <p>20/11/02 - Aiming to produce a draft Community Strategy by March 2003.</p>