

MONITORING PROGRESS ON RECOMMENDATIONS MADE BY EXTERNAL AUDITORS as at 10th March 2003 **Appendix 2**

Recommendation	Priority	Responsibility	Review Date	Comments on Progress
Memorandum to Officers – December 1999				
<p>A formal disaster and business continuity plan should be developed, taking account of contingency planning already undertaken for the Year 2000 project.</p>	<p>Medium</p>	<p>CD(F&ES)</p>	<p>31/03/02</p>	<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> <p>03/03/03 - Disaster and business continuity plan being developed in conjunction with risk assessment work which is on going.</p>

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The ability of existing and proposed new accounting and cash handling systems to cope with the introduction of the Euro should be assessed.	Medium	HFS	On-going	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.
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> <p>03/03/03 - Draft Community Strategy includes LA21 strategy and the environmental stewardship checklist will be picked up as a performance measure.</p> <p style="text-align: right;">DELETE</p>