

**MONITORING PROGRESS ON RECOMMENDATIONS MADE BY EXTERNAL AUDITORS as at 2nd October 2003 Appendix 1**

Recommendation	Priority	Responsibility	Review Date	Comments on Progress
<b>Memorandum to Officers – December 1999</b>				
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 &amp; 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 &amp; 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> <p>29/07/03 - A revised work programme in connection with risk management and internal control assessments agreed by full Council. Further report to be made to Finance &amp; Procedures O &amp; S Committee on progress March/April 2004.</p>

Recommendation	Priority	Responsibility	Review Date	Comments on Progress
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	<p>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> <p><i>October 2003 - this will in future be part of the IS/IT Strategy.</i></p> <p><i>DELETE</i></p>