

**Blackpool Council: Internal Audit
Assuring Quality Services for Blackpool**

Agreed Action Plan

Appendix 3(a)

<i>Recommendation</i>		<i>Priority</i>	<i>Agreed Action</i>	<i>Responsible officer</i>	<i>Target Date</i>
R1	Expenditure transactions should be reviewed more closely, with a focus on those that are high in value, to ensure they are accurate and relate to the relevant scheme.	2	The Housing Enforcement Manager will meet with the service accountant on a monthly basis and report back to the project board regarding transactions and staffing.	Housing Enforcement Manager	01/08/2016
R2	A robust framework for operating the Selective Licensing schemes should be developed and implemented going forward.	2	Agreed.	Service Manager Public Protection / Director of Community and Environmental Services	01/08/2016

Key to Priorities

Priority 1	A recommendation we view as essential to address a high risk
Priority 2	A recommendation we view as necessary to address a moderate risk.
Priority 3	A recommendation that, in our opinion, represents best practice or addresses a low level of risk.

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<i>Recommendation</i>		<i>Priority</i>	<i>Agreed Action</i>	<i>Responsible officer</i>	<i>Target Date</i>
R3	A system should be implemented to record staff time spent on the scheme to evidence that the apportionment to the scheme is appropriate.	2	A rota will be set up and maintained to record each officer's work on the Selective Licensing schemes and this will be monitored by management.	Housing Enforcement Manager / Housing Enforcement Officer	01/08/2016
R4	Journal transfers should contain a sufficient transaction description in order to maintain a clear audit trail.	2	The meetings between the Housing Enforcement Manager and the service accountant will ensure this occurs.	Housing Enforcement Manager	01/08/2016
R5	The Service Manager Public Protection and Director of Community and Environmental Services, in conjunction with the Housing Enforcement Manager, should review and confirm staff time allocated to the Claremont Scheme to avoid any future issues.	2	Agreed.	Service Manager Public Protection / Director of Community and Environmental Services	01/08/2016

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R6	Further work should be undertaken to update the records in EBF to ensure they reconcile with the figures in Cedar.	2	A nominated officer from within Housing Enforcement will monitor figures on Cedar and ESB including checking figures have been input accurately by staff. Checks will also be made with the Corporate Debt Team on a monthly basis. The checks will be verified by management supervision.	Housing Enforcement Manager / Housing Enforcement Officer	01/08/2016
R7	The budget holder should develop recovery plans for the forecast overspends on both schemes.	2	A plan will be developed to reduce overspend and rationalise staffing levels as appropriate.	Service Manager Public Protection / Housing Enforcement Manager	30/09/2016

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