

Internal audit report recommendations previously agreed by the Committee

ACTION PLAN

The priority of the findings and recommendations are as follows:

Fundamental - action is imperative to ensure that the objectives for the area under review are met.

Significant - requires action to avoid exposure to significant risks in achieving the objectives for the area under review.

Merits Attention - action advised to enhance control or improve operational efficiency.

Payroll (including expenses): Agreed by Audit Committee 18 March 2010

Req	Recommendation	Categorisation	Accepted Y/N	Management comment	Implementation date	Manager responsible
31	We have recommended in our previous three reports that the LGPS Service Level Agreement should be traced and thus be available in the event of any query. We note that no progress has been made in respect of this and therefore reiterate our recommendation that further efforts should be made to obtain the Agreement.	Merits Attention (The Committee asked for this one to be brought back)	N	A formal SLA does not exist between the LGPS scheme administrator and the Force. Whilst the LGPS Administration Regulations 2007 refer to SLAs between administering and member bodies, their adoption is voluntary. Currently none of the member bodies of the Leics LGPS have a signed SLA. However, the LGPS Pensions Manager has produced a draft SLA which we will undertake to review to see whether there is any mutual benefit in proceeding with formal adoption.	<p><i>12/11/10 – This remains outstanding due to current workloads within the Finance Dept.</i></p> <p><i>30/3/11 – No change</i></p> <p><i>13/6/11 – No change</i></p> <p><i>25/8/211 – No Change</i></p>	Ruth Gilbert (Head of Finance)

Transport – Vehicle Fleet: Agreed by Audit Committee 20 May 2010

Req	Recommendation	Categorisation	Accepted Y/N	Management comment	Implementation date	Manager responsible
5	Review the process to ensure that staff resources are effectively utilised in the task of producing the recharges for transport costs. Review the detail of the recharges produced with a view to streamlining the process to produce the required management information. Confirm with users the value of the management information provided in support of the recharges made to ensure that data provided is deemed to be fit for purpose.	Significant	Y	The recommendation is accepted and will be further considered, developed and implemented within the current force project concerning the restructuring of corporate finance and administration services.	<p><i>4/11/10 – Update – Completion date extended to April 2011.</i></p> <p><i>30/3/11 – Update – Fleet standard charges have been centralised and management information will be developed once the TRANMAN system has been upgraded which is due to done July 2011.</i></p> <p><i>13/6/11 – TRANMAN system currently being installed, due to go live July 2011.</i></p> <p><i>25/8/11 – Tranman update installed and live. Process for preparing reports is now streamlined and fit for purpose.</i></p>	<p>Project lead within Savings Team in conjunction with Ray Adkins</p> <p><i>Responsibility – Head of Transport & Head of Finance</i></p>

Business and Strategic Planning: Agreed by Audit Committee 24 June 2010

Req	Recommendation	Categorisation	Accepted Y/N	Management comment	Implementation date	Manager responsible
2a	The Police Authority should ensure they produce a new Business Plan for 2011-12 in accordance with the timelines set out in the Development Plan	Medium	Y	To be actioned in accordance with timelines set in the Development Plan	<p>31-Dec-10</p> <p><i>31/3/11 – Update – Draft Police Authority Business Plan presented to Full Authority on 30/3/11 and approved. During April 2011 the targets and objectives will be reviewed and finalised.</i></p> <p><i>Presented to Police Authority on 26 May 2011 - approved the Police Authority Business Plan for 2011/12 and delegated to the Chief Executive to take the objectives and targets to Chairs in order to agree completion through the various committees and groups.</i></p>	P Stock, Chief Executive /Treasurer