

AUDIT COMMISSION

ANNUAL GOVERNANCE REPORT 2011/12

ACTION PLAN

Recommendations

Recommendation 1

Improve controls for property plant and equipment and ensure infrastructure asset records are sufficient for the 2012/13 reporting requirements.

Responsibility	Reg Huyton (Financial Services) with Asset Management and Technical Services
Priority	High
Date	June 2013
Comments	Plant and equipment records continue to be enhanced. The Council's Valuers in 2011/12 recorded specific site visits to verify existence and impairment of properties. This practice will continue in future years. Infrastructure has seen a working group established within Technical services Department in seeking to deliver the requirements.

Recommendation 2

Ensure weaknesses in the application and adherence to the procedures for the authorisation controls in the accounts payable system are addressed.

Responsibility	Ray Williams (Corporate Procurement)
Priority	High
Date	December 2012
Comments	The Wirral Improvement Plan includes a review of procurement. Procurement toolkit and training in place and controls increased and will be enhanced when the system is upgraded, Specific actions in place to inform all affected staff of processes, reports to highlight non-compliance and Internal Audit review.

Recommendation 3

Strengthen segregation of duties and authorisation processes for journals.

Responsibility	Jenny Spick (Financial Services)
Priority	Low
Date	August 2012
Comments	A new on-line journal authorisation process, with segregation of duties, was implemented in August 2012.

Recommendation 4

Ensure all officers and members complete declarations in respect of related party transactions.

Responsibility	Reg Huyton (Financial Services) with Legal Services
Priority	Medium
Date	June 2013
Comments	Always seek to ensure that declarations are returned.

Recommendation 5

Revise the Annual Governance Statement (AGS) to ensure it:

- reflects compliance with 'Delivering Good Governance in Local Government: a Framework' published by CIPFA/SOLACE in June 2007;
- is consistent with other information on governance that is available to the Council.

Responsibility	Tom Sault (Finance)
Priority	High
Date	September 2012
Comments	An updated AGS has been prepared and reported to Audit & Risk Management Committee 19 September 2012.

Recommendation 6

Ensure the weaknesses identified in the Highways and Engineering Services report in the public interest are addressed and the Council's response as required by the Audit Commission Act 1998 is completed as a matter of urgency.

Responsibility	Graham Burgess (Chief Executive)
Priority	High
Date	October 2012
Comments	The Improvement Plan (Cabinet 6 September) includes actions to address the issues raised in this, and other reports. The response to the Audit Commission is being reported to Cabinet in October 2012.

Recommendation 7

Ensure the weakness identified in respect of financial resilience, securing economy efficiency and effectiveness and proper arrangements are addressed.

Responsibility	Peter Timmins (Interim Director of Finance)
Priority	High
Date	March 2013
Comments	The Improvement Plan (Cabinet 6 September) includes actions to address the weaknesses identified in respect of the Corporate Plan and Performance and Financial Management.