

Action Plan – Development Control

Recommendation Priority

Audit Report No. 36– 2006/07

Dated: February 2007

1 1 1	High: A fundamental weakness in the system that puts the council at risk
1 1	Medium: A weakness within the system that leaves the system open to risk
1	Low: Desirable improvement to the system

	Recommendation	Priority	Responsible Officer	Agreed	Planned Implementation Date	Comments/Action
R1	As recommended and agreed last year there should be some simple procedure notes drawn up.	1 1	Chief Planner			
R2	As recommended and agreed last year the authorised signatory list must be updated.	1 1	Chief Planner/Exchequer Services Manager			
R3	Staff should be made aware of the Financial and Contract Procedure rules to ensure that they can comply with them.	1 1	Chief Planner			
R4	The cheque receipting procedures require review following the recent refurbishment of the reception and the installation of cash kiosks to ensure that the income can be cross-referenced to the paperwork.	1 1	Chief Planner			
R5	Officers must declare their interests in an application to confirm they have no dealings with it should a problem arise	1 1	Chief Planner			
R6	The risks associated with 106 agreements should be listed on the Risk Register.	1 1 1	Chief Planner			

To assist in the follow up process, please complete and return this form by March 2007, indicating your acceptance of the recommendations and when you anticipate their implementation.

Senior Internal Auditor: Karen Parker

Chief Officer Signature: Date:.....