

## Action Plan – Insurances (FIN 11)

## Recommendation Priority

Audit Report No. 42– 2006/07

Dated: March 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	The Office Procedures relating to insurance require dating so that it is clear that they are up to date and regularly reviewed.	1	Exchequer Officer (Insurance)			
R2	It is suggested that for monitoring purposes a note is made when the incident is actually reported to the Insurance Officer so that it can be ascertained how quickly claims are processed.	1	Exchequer Officer (Insurance)			
R3	For data protection purposes the claims file should be locked away.	1 1 1	Exchequer Officer (Insurance)			
R4	Debtors accounts should be raised promptly.	1 1	Exchequer Officer (Insurance)			
R5	Ascertain why the two settled claims in the sample did not appear on Zurich's statement.	1	Exchequer Officer (Insurance)			
R6	Ascertain why Zurich had not been invoiced for one of the property claims.	1 1	Exchequer Officer (Insurance)			

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

Senior Internal Auditor: Karen Parker

Chief Officer Signature: ..... Date: