

POLICY AND FINANCE COMMITTEE MEETING 17th JUNE 2009

RINGWOOD TOWN COUNCIL

INTERNAL AUDIT REPORT 2008/09 RECOMMENDATIONS: TARGET DATES

No.	RECOMMENDATIONS	TARGET DATE	ACTIONED	
			BY	DATE
1.	2006/07 To streamline the cemetery process.	31/12/09	Off Man	
2.	2006/07 To make payment electronically to suppliers	31/10/09	Fin Man	
3.	2006/07 To ensure the grounds staff's work programmes are monitored.	30/08/09	T.C.	
4.	2007/08 Consider savings on the BT contract	31/12/09	D.T.C.	
5.	2007/08 To ensure all H&S risk assessments are updated	31/07/09	D.T.C.	
	2008/09			
6.	To include fixed assets in the final accounts	30/09/09	Fin Man	
7.	To ensure that no member of staff works for more than 6 hours without a minimum break of 30 minutes	30/06/09	D.T.C.	
8.	To agree & implement an income recovery policy & procedures	30/09/09	Fin Man	
9.1	To ensure that H&S policies & working practices are updated	30/09/09	D.T.C.	
9.2	To ensure that staff are adequately trained in changes to H&S policies	31/10/09	D.T.C.	
10.	To ensure that an annual fire risk assessment is completed	31/12/09	D.T.C.	
11.1	To agree a fire evacuation procedure with tenants on 1st floor	30/09/09	D.T.C.	
11.2	To ensure that a test evacuation is completed	31/12/09	D.T.C.	
11.3	To periodically test the fire alarms	30/09/09	D.T.C.	
12.1	To ensure that passwords are reset & not shared.	30/09/09	D.T.C.	
12.2	To destroy the current list of passwords	30/09/09	D.T.C.	
13.	To update access levels in the computerised systems	30/09/09	D.T.C.	
14.	To finalise ICT Security Policy and refer to members for approval	30/09/09	T.C.	
15.	To ensure that the side door to the committee room remains locked		All	02/06/09