

**Details on those recommendations outstanding
Status – all Amber (Ongoing with deadline missed)**

Corporate Resources/ACE People and Organisations

Main Accounting System 2009/10

<p>Recommendation R1 : The financial procedures for asset management, debt recovery, leasing, insurance and risk management should be documented if not already done so, published on the Intranet, and regularly reviewed and maintained on the Intranet thereafter.</p>
<p>Rationale for Recommendation: The Systems Documentation and Walkthrough Testing review 2009/10 identified that the financial procedures for asset management, debt recovery, leasing, insurance and risk management had not been documented and published on the intranet.</p>
<p>Target Dates: End August 2010 End July 2011(revised) October 2011 (revised) March 2012 – publish omitted procedures on Intranet June 2012 (revised). September 2012 (revised) December 2012 (revised). February 2013 – only Asset Management now outstanding.</p>
<p>Current Position and Explanation for Slippage: The current position is that there are a number of Financial Procedures currently under review as a result of the normal schedule of reviewing, audit recommendations, changes in operating procedures and other factors.</p> <p>The Insurance, Debt Recovery, and Leasing Financial Procedures have all been updated and are on the Intranet as is the Risk Management Strategy. The Asset Management Financial Procedure is being developed to complement the Capital Handbook which is already on the Intranet, and is expected to be revised in line with changes to the capital process for 2013, (February 2013).</p>

Payroll 2009/10

Recommendation R2:

It should be ensured that timesheets and travel claims are appropriately approved prior to payment.

Rationale for Recommendation:

The authorised signatory list of managers is incomplete, which hinders the ability to check the authorisations on expenses and travel claims thoroughly.

Target Dates:

August 2010

September 2011(revised)

March 2012(revised)

June 2012 (revised)

End December 2012 (revised)

End April 2013

Current Position and Explanation for Slippage:

This action has been updated to incorporate anticipated actions in the SAP Optimisation project which may impact on the control mechanism for use of authorised signatories. These have been agreed as part of the Payroll audit for 2011/12.

a) Finance action - Review possibilities and timescales for the electronic approval system included in the SAP optimisation programme – *Completed.**

b) Finance actions - Based on results of this review, determine if interim signature approval list will need to be reinstated – *Completed.**

c) HR action - When an authorised signatory list is made available, this practice will be developed and maintained – *No longer relevant.**

*It has been formally specified that the authorised signatory control will be integrated into SAP during the current SAP Optimisation project. It is intended to use standard functionality to align jobs to authorisation levels. An updated signatory list is currently being collated by finance to support this and this work is expected to continue over the next 6 months alongside looking at the functionality and how it would be applied within CBC. Solution to be implemented in line with the SAP Optimisation project which is April 2013.

Teachers' Pensions

Recommendation R3:

Monthly Return Summaries submitted by schools should be retained by HR and filed in date order with the TP2 and TP3 forms. Any non returns could then be identified and pursued with the schools.

Rationale for Recommendation:

The extent of non- returns and the ability to 'chase' these with schools has an impact on the completeness of LA records and CBC still has statutory responsibility for content of annual returns for Teachers Pensions.

Target Dates:

31 March 2011 (revised)
1 October 2011(revised)
30 September 2012 (revised)
31 March 2013

Current Position and Explanation for Slippage:

The above recommendation is not now considered a practical way of meeting TP requirements due to the changing educational environment e.g. movement towards academies.

It is recognised that there are some mitigating controls in place however following the decision to cease providing payroll services to schools, further work is now underway with external payroll providers for our maintained schools to implement a control mechanism to provide assurance that Teachers Pensions contributions have been accurately deducted and paid over. A proforma and associated details of this mechanism are being developed and will be embedded into service provider processes by March 2013.

SAP Access and Security (incl. IT DR) Managed Audit

Recommendation R4:

A Disaster Recovery Plan should be developed and approved. As a minimum, this should include;

- the identification and prioritisation of key IT systems
- the roles and responsibilities of relevant officers and third party suppliers
- a set of IT procedures which should be executed initially to react to crises/disaster
- escalation procedures
- salvage procedures that deal with retrieval of items from affected sites
- the recovery and reconfiguration of all IT and communication systems
- details of additional accounts where monies may be sourced to aid recovery efforts
- a schedule in respect of the testing of the plan

Rationale for Recommendation:

During 2009/10, there was no Disaster Recovery Plan. Recovery from the server failures in February 2010 gave highest priority to restoration of the IT infrastructure. Meetings and telephone conversations with Heads of Services and Directors were held to agree the recovery plan / priorities and time scales. No IT Disaster Recovery Strategy was found to be documented to describe the role and development of a Disaster Recovery Plan and to improve the recovery options of IT systems.

Target Dates:

December 2010.
December 2011 (revised).
September 2012 (revised)
October 2012 (revised)
March 2013 (revised)

Current Position and Explanation for Slippage:

Prior to the September Audit Committee, the Chairman met with the Head of Information Assets and the September Committee was advised of the discussion that had taken place with particular reference to upgrading the Council's IT server infrastructure. Arising from this the Chairman expressed satisfaction at the progress being made. Members noted that SunGard Capita had been commissioned to put a Disaster Recovery Plan, using existing and available technology, place by 31 October 2012.

A DR Statement and Plan has been developed in order to provide a structured approach to disaster recovery using the facilities and technology services currently available. The DR Statement and Plan covers the Council's core data centre services, should there be a total failure of either of the core data centres at the Dunstable or Bedford locations, and incorporates the Council's applications where data and applications are delivered from this core ICT infrastructure.

The purpose of the DR Statement and Plan is to ensure the timely resumption of ICT services and maintain the integrity of data, focussing on critical services first. The DR Statement and Plan has been structured to reflect good practice as set out in BS ISO/IEC FDIS 27031 – 'Guideline for Information and Communications Technology Readiness for Business Continuity'. This document will be subject to regular update, with version control applied, following component (physical and desktop simulation) tests and full DR tests and any subsequent change to the core ICT infrastructure,

major systems or data configuration items and/or changes to Corporate policy and priorities that directly impact the recovery sequence of systems and services.

A strategic DR plan that utilises the SAN (Storage Area Network) technology will be developed following the SAN replacement work that is scheduled to be completed by March 2013.

(See also Risk Update report – linked to Strategic risk STR00016).