

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

Corporate Services

Contract Management

<p>Recommendation R1: The suite of documents that constitute the Procurement rules and guidance should be fully reviewed, updated and reissued to incorporate the detailed findings of this report.</p>
<p>Rationale for Recommendation: The existing guidance relating to procurement and contract management needs to be updated and clarified, and reissued for the use by relevant officers in order to promote better management of contracts across the Council.</p>
<p>Target Dates: End September 2012 (revised) End November 2012 (revised) End February 2013 (revised) End July 2013 (revised) End December 2013 (revised) End January 2014</p>
<p>Current Position and Explanation for Slippage: The changes to the Procurement Rules bringing them up to date and making them fit for purpose, including new advice and guidance on contract management, were approved by CMT in October 2013 and by the General Purposes Committee in December 2013. The updated Procurement Rules (which mirror changes in the Council's Constitution) will be published in the new year after the full Council meeting in January which is required to ratify the changes to the Council Constitution previously approved by the GP Committee.</p>

Payroll

Recommendation R2:

The following action should be taken:

- The monthly reconciliations statements for the payroll control accounts should be expanded to include an analysis and verification of the balances held.
- The analysis and re-coding of the outstanding transactions on all Payroll Control accounts (7 accounts for CBC and one for BCC) should be completed as soon as possible.
- The balances on the payroll related vendors' accounts should be investigated and cleared as appropriate.
- The summary sheet detailing the completion of each month's reconciliations should be updated.

Rationale for Recommendation:

The resolution of these issues would provide assurance on the validity and accuracy of the current balances.

Target Dates:

March 2013 (revised)
April 2014

Current Position and Explanation for Slippage:

The reconciliations for all payroll control accounts (including vendor accounts) are up to date. The reconciliation statements have been expanded to include analysis and verification of balances. The outstanding payroll legacy balances will be addressed as part of the Council's 2013/14 year end statement of accounts processes.