

Action	Lead	Implementation date	Comments
To review and update financial procedures	Head of Business Planning	<p>In progress</p> <p>Target date: November 2016</p> <p>Revised date:- September 2017 Cabinet</p>	<p>Work on this documentation has started, and will be finalised over the next few months once the new financial system goes live on 6/2/17. Detailed work will be undertaken to ensure procedures properly incorporate any movement caused by the new system. It is currently envisaged that the revised documentation will be presented to committee as follows:</p> <p>Standards & General Purposes Committee 7/9/17 Cabinet 18/9/17</p> <p>Any refinements to Financial Regulations will be considered at the same time.</p>
Potentially Violent persons Policy to be agreed at DMT and CMT and process to be put in place with new core systems	Head of Information Governance	<p>In progress</p> <p>Target date:-July 2016</p> <p>Revised date:- July 2017</p>	<p>The policy review has been carried out. Technology changes that will enable staff to access information about potentially violent individuals are under development and when completed will require the guidance in the Policy to be updated. It is envisaged the changes will be in place by July 2017</p>
To review the terms of reference of the new Standards and General Purposes Committee.	Head of Democracy Services	Complete	<p>These were reviewed by the committee and revised terms of reference were approved by Council on 23 November 2016.</p>
New financial system – to review internal controls in light of new financial system.	Head of Business Planning	<p>In progress</p> <p>Target date:- October 2016</p> <p>Revised target</p>	<p>In progress</p> <p>Process Maps have been compiled for Purchase to Pay, Accounts Receivable, Account Reconciliation, Debt Recovery and Bank Reconciliation. Separation of duties has been built into access permissions to the system. Authorisation structures have been</p>

AGS Improvement Plan 2015/16

			date:- March 2017	loaded into the system for purchase to pay and debt write off.
To ensure that the strategy for volunteers is in place	Head of Partnerships	Complete		Joint voluntary sector and volunteer strategy was approved by Cabinet in January 2017.
Declaration of Interests On-Line form New on-line form for staff to complete their annual returns. This will include declaration of staff relationships	Head of Organisational Development & HR Strategy	In progress Target date:- September 2016 New date March 2017		In progress work in progress Should be tested and implemented by 31/03/2017. Council wide communication to all employees will be issued and a form and guidance provided.
Disclosure & Barring Service (DBS) To carry out a full review of all staff to be DBS checked to ensure they are done and to implement audit recommendations	Head of Organisational Development & HR Strategy	Complete		A full review has been undertaken. A follow up Internal Audit is being undertaken to provide assurance.