

MANAGEMENT ACTION PLAN

Directorate:	Environment & Infrastructure
Audit report:	Highways Communications
Dated:	October 2015

PRIORITY RATINGS

Priority 1 (high) - major control weakness requiring immediate implementation of recommendation

Priority 2 (medium) - existing procedures have negative impact on internal control or the efficient use of resources

Priority 3 (low) - recommendation represents good practice but its implementation is not fundamental to internal control

I agree the action above and accept overall accountability for their timely completion. I will inform Internal Audit if timescales are likely to be missed.

The action agreed is ~~is not~~ satisfactory.

Head of Service: Mark Borland
Date: 8 October 2015

Supervising Auditor: Simon White / Ian Wallace
Date: 8 October 2015

Para Ref	Recommendation	Priority Rating	Management Action Proposed	Timescale for Action	Officer Responsible	Audit Agree?
5.3	Ensure the communication strategy for highways schemes is complied with consistently.	Medium	Communication Strategy in place and will be followed by all teams.	Completed	Jane Young	Yes
5.7	The documentation should be saved consistently in the respective electronic highways project files.	Medium	All documentation now saved in RoadZone for easy retrieval.	Completed	Jane Young	Yes

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5.13	The Highways Team should ensure VO's are issued promptly and be issued before the works are completed.	High	All VO's now completed in RoadZone by engineers before work undertaken.	Completed	Jane Young	Yes
5.14	The Highways Team should ensure that all VO's contain estimated costs when they are issued.	Medium	All VO's now have estimates given when they are issued by engineers.	Completed	Jane Young	Yes
5.15	SCC should ensure that all final accounts are carefully checked and the overpayment of £13,000 is recovered from the highways contractor.	High	Kier has repaid in October 2015 and remind engineers of importance of checking all calculations.	October 2015	Jane Young	Yes