

Update on all outstanding Priority 1 audit actions

Appendix B

1 Planning Enforcement Final Report 23/3/23 (1 P1 action outstanding)

Agreed Action	Management Response-	Target date
<p>The Local Enforcement Plan should be finalised and approved by Head of Development Management & Building Control as soon as possible and thereafter approved by Cabinet.</p>	<p>We have drafted a formal enforcement plan; this is yet to be ratified by cabinet and councillors.</p> <p>25/1/24 confirmed action still WIP and target date remain the same</p>	<p>31/3/24</p>

2 Transport Fleet Management Final report 20/12/21 (1 P1 action outstanding)

Agreed Actions	Management Response	Target date
<p>LBM does not currently have a formal Fleet Management Strategy. A formal Fleet Management Strategy should be developed to identify LBM's fleet requirements both currently and in the future. Once a formal strategy has been developed, management should monitor performance in delivering the actions contained within the strategy, and against agreed performance management standards.</p>	<p>Updated comment October 2023.</p> <p>The service is currently drafting a strategy (project initiated) for the review of fleet and vehicle options with assistance of an external expertise, focusing on how to transition to and deliver fleet requirements and a decarbonised vehicle solution to meet service demands. Time scale for completion is December 2023.</p> <p>Additionally, the current service and maintenance requirements shall continue to 2025, but the service has reviewed and drafted a comprehensive and new specification for the future service provider in the management of the Council's workshop, providing a range of solutions from regular maintenance to vehicle procurement. Implementation is April 2025.</p>	<p>31/12/23</p>

3. Regulatory Services – Final Report 29/8/23 (2 P1 actions outstanding)

Agreed Action	Management Response	Target date
The Collaboration Agreement should be finalised and agreed with the final version reflecting the current practices and processes in place for the tri-borough Shared Regulatory Service	October 2023 - The CA is now complete but requires sign-off. We are currently seeking advice on the correct route for this. 06/02/24 - We have received legal advice on the correct route for sign-off. Committee reports are being compiled for the next round of committees, expected June/July.	22/4/24
The RSP Scheme of Management should be reviewed and updated to include the tri-borough borough management arrangements. As the Scheme of Management works alongside the Collaboration Agreement, the review of the scheme should be undertaken and agreed in line with the RSP Collaboration Agreement	06/02/24 - Work on these two items has begun but will require legal advice and detailed work. We propose an extension of the deadline to May 2024 to allow sufficient time for this work to be completed.	2/5/24

4. School Budget Monitoring Final Report 7/9/23 (1 P1 actions outstanding)

Agreed Action	Management Response	Target date
The LBM Scheme for Financing Schools requires updating in line with the DFE guidance and updates provided since 2018. The 'Guidance on setting a Deficit budget' requires updating to remove Section C, as cashflow loans are not permitted under the DFE guidelines.	Updated comments: 12/02/2024: Scheme scheduled to be updated in March 2024 with review of narrative in section C re the cash advances to schools to ensure it's written in line with regulation.	31/3/24

5. Financial Assessments 13 January 2024 (3 P1 actions outstanding)

Agreed Actions	Management Response	Target date
<p>A comparison between the FC2A and the on-line form should be carried out as soon as possible to ensure consistency between the two documents.</p> <p>All clients who have completed an on-line application form should be contacted with a view to requiring them to complete and sign a gifts declaration as soon as possible.</p>	<p>FA Manager with assistance from Financial Assessment Team</p>	<p>31/7/24</p>
<p>The charges to clients for care provided at home should be reviewed and updated to reflect the actual costs to the authority, as soon as possible. Where permissible, any costs included in administering the service should also be added.</p>	<p>FA Manager with assistance Sue Robertson</p>	<p>31/7/24</p>
<p>The Deferred Charge Mosaic report should be reviewed as soon as possible with appropriate action taken.</p> <p>The team should ensure that going forward, a deferred charge is correctly recorded on Mosaic</p>	<p>Currently there is a working group for finance related Mosaic improvements and other Mosaic changes – The FA Manager is a member of this group.</p>	<p>31/7/24</p>

6. Poplar Primary School 16 November 2023 (1 action outstanding)

Agreed Actions	Management Response	Target date
<p>The school should continue to liaise with the Schools Finance Team at the LA to obtain a license for the deficit budget. Once a license is obtained the budget must be fixed on SIMS FMS to support effective forecasting and budget monitoring.</p> <p>The school must produce and have approved by Governors: - a Recovery Plan and a 1-Year Budget Cash Flow to supplement the current 1-year deficit budget submitted for 2023/24.</p>	<p>24/1/24 update- Following a review of school deficit budgets greater the £100k the Executive Director of CLLF and the Section 151 Officer on the 8 November 2023 approval was granted to license the deficit at £212,000 for the financial year 2023/24.</p> <p>As part of the monitoring the school will provide monthly updates on the position, in the form of notification of any variance, and meet to confirm progress.</p> <p>Also, as set out in the national regulations, and scheme of delegation, the school will create a recovery plan which will return the budget to a balance within three years.</p>	<p>31/3/24- for recovery plan</p>