

SPECIAL INVESTIGATIONS RECOMMENDATIONS FOLLOW UP ACTION

Recommendations made:

- (a) That all Key Managers are required to make a written disclosure to their Head of Service stating that they manage or do not manage directly or indirectly a spouse, partner or near relative. Heads of Service making disclosure to the Head of Legal and Democratic Services.**
- (b) Key Managers are informed that they must have arrangements in place to check that income banked appears on the relevant Cedar income code.**
- (c) Subject to agreement of (b) above checks should be backdated to 1st April 2006 and written assurance received from Heads of Service.**
- (d) Miscellaneous Income Slips become Controlled Stationery and where possible the income codes are pre-printed on the slips.**
- (e) That Audit Services procedures are updated to include the Chief Executives instruction that all cases of possible theft are passed to the police in the first instance.**
- (f) All income handed over at cash offices by members of staff should be receipted at the time of deposit with no exceptions.**
- (g) The Principal Audit Manager attends Senior Management Team and reinforces to Heads of Service their Internal Control responsibilities.**
- (h) Managers ensure that HR, Legal and Audit advice is sought at the commencement of any investigation.**
- (i) Managers undertake training in investigations, presentation and hearing of disciplinary issues (as relevant) before undertaking any of these roles**