

Appendix

Environmental Services– Flood Alleviation- Burn of Mosset: Ref. 09'013

Action Plan Recommendation	Dates for Completion	Status / Explanation
Monthly reconciliations should be undertaken between the Flood Team's monitoring records and the Financial Management System (FMS). This should be certified by the Project Manager and a copy forwarded to the Accountancy Section within 15 days from the end of every monthly financial period.	31/08/09	New systems in place incorporating FMS data. Confirmed with Service Accountant that a reconciliation is undertaken between the flood team's records and FMS on a monthly basis.
Financial reports provided to Committee should be based on the latest full calendar month of data available from the Financial Management System. This should also be updated where necessary with the latest information held by the Flood Team.	31/08/09	Complete
A review of the Burn of Mosset Scheme records should be undertaken to determine the reasons for a £50,000 variance between figures reported to Committee and the Financial Management System. Errors or omissions identified should be corrected forthwith.	31/08/09	An exercise has been undertaken to review spreadsheets to FMS for all Schemes. This exercise was completed and reported to Flood Alleviation Sub Committee on 24 February 2010.
A review of the financial monitoring records should be undertaken with a view to simplifying them as far as practicable, whilst ensuring they are still capable of being readily reconciled to the main Financial Management System.	30/04/09	Complete
Flood Alleviation Scheme expenditure is material in value and should be closely monitored to ensure that all expenditure has been allocated to the correct codes within the Financial Management System.	Implemented	Complete

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The budget detailed within FMS should be profiled to correspond with the construction programme.	2009/10 year	Not yet implemented. Discussions with the Service Accountant disclosed that expenditure will be profiled on a quarterly basis from 2010/11 onwards.
Interim accounts certified as correct and due for payment must be paid in accordance with the Conditions of Contract.	Implemented	Complete
All contractual documents should be present and filed securely.	Implemented	Complete
Explanations should be detailed for all Technical Queries not answered within the agreed timescale.	Implemented	Complete
A review should be undertaken of the Burn of Mosset Scheme to ensure that any recurring issues relating to design specifications are addressed in the taking forward of future schemes.	Implemented	Complete
Compensation Events should be agreed as a matter of urgency to ensure that any budgetary implications can be highlighted immediately.	Implemented	Complete
The Project Manager should formally reply to contractor's Compensation Event quotation in accordance with the Conditions of Contract.	Implemented	Complete
All Work Orders should be stored in numerical order in a centralised filing system.	31/03/09	Part Implemented – some paper copy orders still to be filed / archived. Revised implementation date 30/06/10.

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Expenditure charged against the Work Orders should not be allowed to exceed the authorised budget.	Implemented	Complete
All salary increases by the Consultant for officers undertaking work on the Moray Flood Alleviation Scheme should be supported by an authorised Works Order.	Implemented	Complete
Procedure Guidelines detailing all the systems and duties undertaken by the Council should be issued.	31/03/09	Part Implemented- Development of procedures still ongoing. Revised Implementation date: 30/06/10.
All officers within the Flood Alleviation Team should be reminded of the importance of filing documents correctly within a centralised filing system.	28/02/09	Implemented- All officers informed of this requirement
The Flood Alleviation Website should be re-launched at the earliest opportunity.	31/03/09	Implemented - Site re-launched but has not yet been advertised to the public. This is planned for completion by 30/06/10.
Details of residual expenditure charged to the Lhanbryde Flood Alleviation Scheme should be reported to Committee.	Implemented	Complete