

**‘OVERDUE’ RECOMMENDATIONS WHERE IMPLEMENTATION HAS BEEN DELAYED (WHERE RANKING IS MEDIUM OR HIGH)**

**Audit: Print Room 2017/18**

Recommendation	Priority/ ranking	Original response	Latest position + (source)
<p>1 In the short term an excel spread sheet could be used to calculate costs of a job, calculations should be checked for accuracy by another member of staff. In the longer term, all job costings should be calculated on the ‘Cannon Prisma’ software as there is a facility to do this.</p> <p>This linked to rec. 2</p>	Medium	<p><b>Agreed Action:</b> Agreed</p> <p><b>Responsible Officer:</b> Head of Transformation and Strategy/Print Studio Supervisor</p> <p><b>Recommendation Implementation Date:</b> 1 April 2018</p>	<p>A dedicated pricing structure is being developed for roll out in PRISMA and this will form the basis of all future charging through the software. Spot checks are undertaken on current price calculations to ensure they are accurate for the customer.</p> <p>Head of Transformation and Strategy - 26/6/18</p> <p><b>Internal Audit Comment</b> In view of latest management update, Internal Audit will continue to liaise with the Head of Transformation and Strategy and advise the Committee further at the January 2019 meeting of the Committee.</p>
<p>2 Print Studio Supervisor/Head of Transformation and Strategy to liaise with the IT service to ensure that the software is installed on the agreed dates and that consideration be given to adding this item to the Project Working Group Agenda.</p>	High	<p><b>Agreed Action:</b> Agreed</p> <p><b>Responsible Officer:</b> Head of Transformation and Strategy</p> <p><b>Recommendation Implementation Date:</b> 30 April 2018</p>	<p>The software is being built during July and will be delivered for use from August. Roll out to customers will follow from September after a period of training and software testing.</p> <p>Head of Transformation and Strategy - 26/6/18</p> <p><b>Internal Audit Comment</b> In view of latest management update, Internal Audit will continue to liaise with the Head of Transformation and Strategy and advise the Committee further at the January 2019 meeting of the Committee.</p>

<p>3 That sales to council staff are formally recorded and non-payment (if applicable) of goods received are followed up. A payment reference (a name or number) should be recorded on Agresso so the payment can be identified so that non-payers can be followed up. Consideration should be given to other payment options such as Paypal.</p>	<p>Medium</p>	<p><b>Agreed Action:</b> Agreed</p> <p><b>Responsible Officer:</b> Head of Transformation and Strategy</p> <p><b>Recommendation Implementation Date:</b> 1 April 2018</p>	<p>All staff payments are being recorded and payment is now taken on product delivery.</p> <p>Paypal is unsuitable at this time.</p> <p>On the delivery of the new PRISMA software all sales to staff will be recorded electronically.</p> <p>Head of Transformation and Strategy - 26/6/18</p> <p><b>Internal Audit Comment</b> Internal Audit were unable to verify whether a payment number of name were recorded on Agresso as the Print Studio Supervisor advised that there had been no transactions of this type since the audit took place. In future, it is planned that these transactions will be recorded on the new software (PRISMA). Internal Audit will continue to liaise with the Head of Transformation and Strategy and will advise the Committee further at the January 2019 meeting of the Committee.</p>
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