

Recommendations to be closed

Audit	Rec Number	Recommendation	Directorate	Priority	Original Due Date	Management response	Revised Due Date	Audit comment (if applicable)
Economic Participation Programme	IAS 10-EEDA Rec 1	<p>1. Economic Participation management should take urgent action to address the risks associated with having no Programme Support Officer in place at the start of the financial year and no hand over period.</p> <p>2. Formal processes should be put in place to demonstrate that team resources, skills and capabilities meet EEDA and GRADE requirements, and are in line with SBC's performance management scheme.</p>	Enterprise, Tourism & Environment (ETE)	High	31-Jul-10	<p>1. The position for Programme Support Officer is currently being recruited to and the first interviews have been completed. The final interview is on Monday 9th August, and a decision on the post will be made straight after this.</p> <p>Update: This post was filled on 13th September by Abdullah Jibrin.</p> <p>2. The position will undergo thorough handover and training which will comply with EEDA (East of England Development Agency) and GRADE (Guidance on Appraisal, Assurance and Risk Management) requirements.</p> <p>Update: The position was filled to a high specification requiring the person to have suitable analytical skills. A full local handover was provided, and we are awaiting EEDA to provide dates for training, however due to the imminent closure of EEDA from March 2011, and the closure of the EPP programme this is unlikely to happen. Abdullah has prepared and submitted the claims for Quarters 1 & 2 and these were considered to have been completed efficiently and on time.</p>	N/A	Due to the imminent disbanding of EEDA, it has not been possible to obtain GRADE training from EEDA.

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Economic Participation Programme	IAS 10-EEDA Rec 3	<p>It is noted that:</p> <ul style="list-style-type: none"> · The ECEP Board Terms of Reference is due to be reviewed and presented to the ECEP Board at the next meeting on 10 March 2010. · The Terms of Reference will be updated to take account of declarations of interest to ensure compliance with Southend-on-Sea Borough Council requirements. The Economic Participation secretariat will ensure that all declarations of interest are documented clearly in the quarterly Board minutes and that a register of financial and other interests is maintained. 	Enterprise, Tourism & Environment (ETE)	Medium	30-Jun-10	<p>The Terms of Reference will be put forward for approval at the next meeting. Update: The Terms of Reference were raised with the Chair of ECEP and no amendments were made at the last meeting. The next meeting on 7th Dec, will be the last for ECEP and the board is going to be wound up, at this meeting; on instruction from the Southend Together Executive.</p>	N/A	<p>The terms of reference have not been approved by the Enterprise and Community Environment Partnership (ECEP) Board as the Board does not act as an governance board any longer.</p>
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High priority recommendations	1
Medium priority recommendations	1
Low priority recommendations	0
Total recommendations	2