

12/06/2010

**Audit Recommendations current at 21 May 2010**

Recommendations	Responsibility	Implementation Date	Comments
<b><u>RETURNING OFFICER'S EXPENSES ACCOUNT 2007/08 NIAO Report</u></b>			
EONI should ensure that election accounts are closed within twelve months of the date of the election.	Head of Corporate Services / Finance Officer	A target of closing the 2009 European Election Account by 31 December 2009 has been set	Finance Officer currently checking Suspense Account to ensure all invoices relating to the European Election have been off set against this account so that excess funds can be surrendered to HM Treasury and Bank account closed by 3rd June 2010.
<b><u>INFORMATION SYSTEMS 2008/09 AUDIT REPORT</u></b>			
Business Continuity Plan (including IT Disaster Recovery Plan) should be maintained and tested on a regular basis to ensure that it remains current.	Assistant Chief Electoral Officer (Elections) to ensure that tests take place on a regular basis and that results are satisfactory	Tests to be undertaken within 6 weeks of completion of the IT refresh work and at a minimum of 6 monthly intervals thereafter	Tests undertaken in September 2009 by EONI Systems Security Officer and Business Scientific Services (BSS). Business Continuity Test exercise undertaken by ACEO (E) 11 March 2010. Action Plan agreed. Line upgrade complete but a secondary route is being setup to enable external email and Internet access via the DR site. The XOSOFT Software is due to be upgraded W/C 7 June.
<b><u>OTHER INFORMATION SYSTEMS 2008/09 AUDIT REPORT</u></b>			
CEO continues to discuss the recharging mechanism for District Councils with NIO with a view to reaching an expedient resolution.	Chief Electoral Officer	Ongoing until NIO act	Reminders of the need to take action on a regular basis.
<b><u>PAYROLL AND TRAVEL EXPENSES 2009/10 AUDIT REPORT</u></b>			
Management should give further consideration to the introduction of an electronic attendance system for the purposes of administrative efficiency. EONI should identify the risks associated with the introduction of such a system including the necessary operational and monitoring processes to be implemented to ensure that they are fit for purpose.	Head of Corporate Services	31 October 2010	HOCs to evaluate the benefits of an automated attendance record system and, if approved by the Board, EONI to implement by 31 March 2011.
<b><u>CORPORATE GOVERNANCE 2009/10 AUDIT REPORT</u></b>			
As part of the development of the new customer charter management establish SMART performance standards.	Information Officer	31 December 2010	A new Customer Charter will be developed during the transition period from Charter Mark to Customer Service Excellence in 2010.

ANNEX A - Annual Internal Audit Assurance Report 2009/2010 - TRIM Record No. 2010/005320.

Three satisfactory assurance ratings were given and 1 substantial (Corporate Governance)

The 18 recommendations made by the auditors were considered by the Management Board. All but one of those recommendations was accepted and 15 were implemented almost immediately. The other two recommendations will be implemented by 31 December 2010.