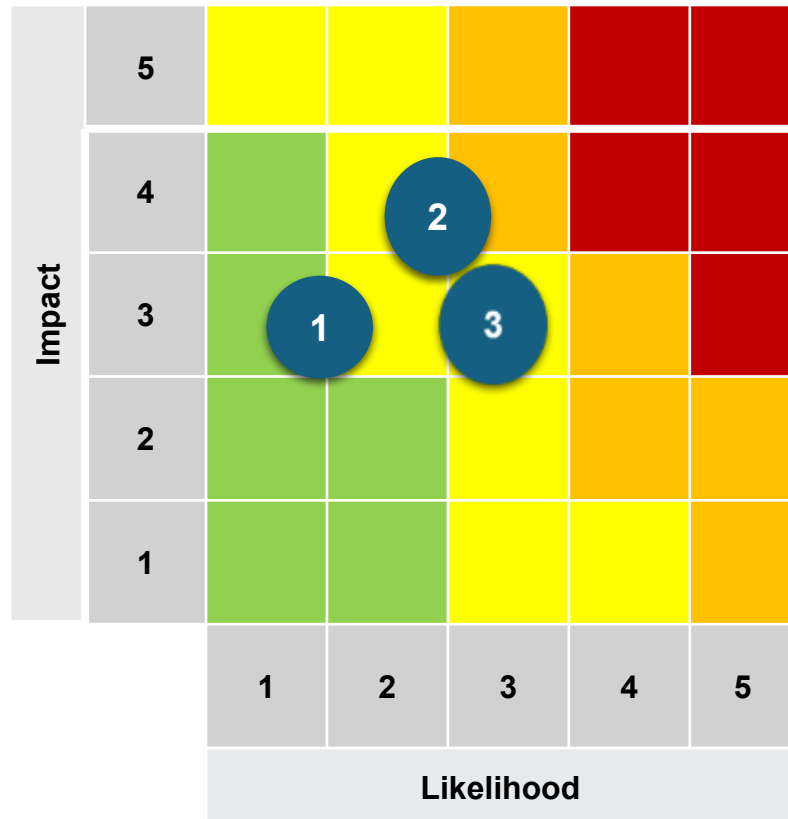


APPENDIX F

Contract Letting



1

1) To ensure that the Council policies and procedures in place covering the procurement process / contract letting arrangements are up to date and effective.

2

2) To ensure that the Council maintains comprehensive and up-to-date records of all its contracts and monitors the progress of re-tendering / extending these contracts.

3

3) To ensure that the letting and agreeing to extend contracts is undertaken/ managed in accordance with the Council's defined policies and procedures, and effectively utilise the Procurement Portal.

Housing Benefits and Council Tax Hardship Fund

| Impact | 5 | | | | | |
|------------|---|---|---|---|---|---|
| | 4 | | | | | |
| | 3 | | 1 | | | |
| | 2 | | | | | |
| | 1 | | | | | |
| | | 1 | 2 | 3 | 4 | 5 |
| Likelihood | | | | | | |

1

1) To ensure that there is an effective framework in place for the administration of Housing Benefits / Council Tax Reduction Scheme which is in accordance with DWP guidance / legislation.

Bank Reconciliation

| Impact | 5 | | | | | |
|------------|---|---|---|---|---|---|
| | 4 | | | | | |
| | 3 | | | | | |
| | 2 | | | | | |
| | 1 | | | | | |
| | | 1 | 2 | 3 | 4 | 5 |
| Likelihood | | | | | | |

1

1) To ensure that the procedures for the bank reconciliation have been fully documented and are up to date.

2

2) To ensure that the bank reconciliation is performed on a regular pre-defined basis, is fully resolved and authorised by an independent officer.

3

3) To ensure that the bank reconciliation is accurate, and the figures used in the reconciliation are supported by documentary evidence.

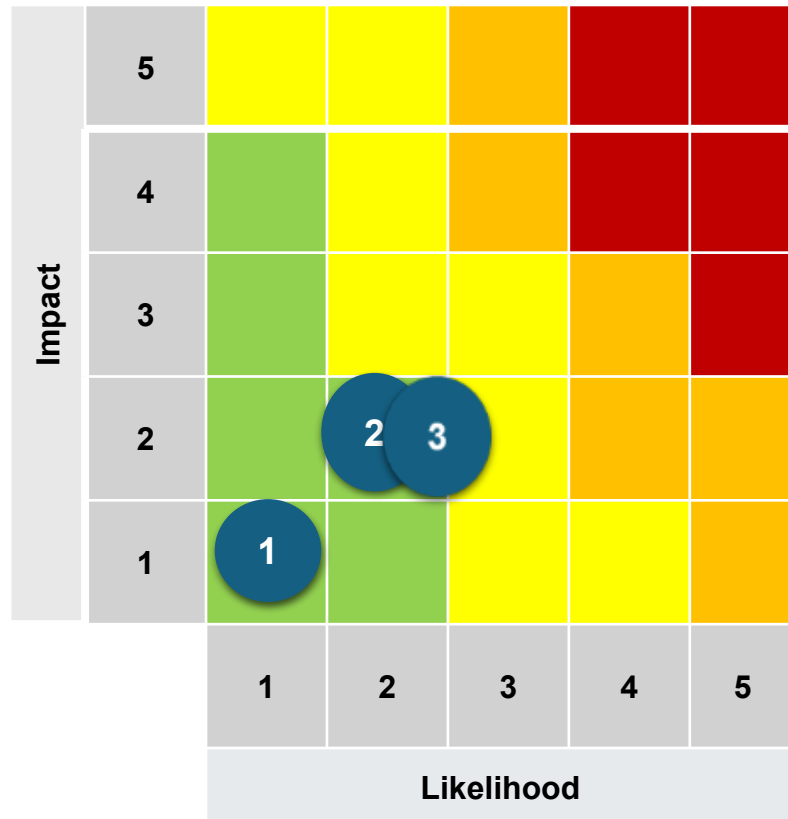
Systems Security (Firewall, Antivirus, Traffic Management)

| Impact | 5 | | | | | |
|--------|---|------------|---|---|---|---|
| | 4 | | | | | |
| | 3 | | | | | |
| | 2 | | | | | |
| | 1 | | | | | |
| | | 1 | 2 | 3 | 4 | 5 |
| | | Likelihood | | | | |

1

1) To ensure that there is an effective, risk-based control framework to prevent unauthorised system access or attack, leading to loss of data or services.

Public Protection Partnership – Financial Control Processes



1

1) To ensure that delegated financial authority and arrangements for budget setting and oversight, are applied and operated in accordance with the terms of the partnership agreements. There is a clear link to WBC budgets.

2

2) To ensure that financial / budget performance and risks are effectively managed in the context of the service strategies and plans, including IT systems, workforce strategy, resource tasking, and income management.

3

3) To ensure that financial transactions are approved and recorded appropriately, as per the terms of the agreements; and there is clarity of the interaction with internal WBC financial governance and controls.