

APPENDIX B**Reasons for original assurance levels given (below Excellent)**

N.B. The issues noted here may have been addressed since the original report was issued.

AUDIT REVIEW	ASSURANCE LEVEL	ISSUES NOTED	Level at follow up
Conferences and Group Travel	Adequate	<ul style="list-style-type: none">• The contract template needs to be reviewed• Retention of documentation needs to be improved• Official names and addresses of businesses were not routinely requested or retained.• The payment terms written into the contracts do not reflect those followed in practice.	N/A
Benefits (Annual 14/15)	Well	<ul style="list-style-type: none">• Testing showed cases where overpayments were not being highlighted for recovery action	N/A
Council Tax (Annual 14/15)	Well	<ul style="list-style-type: none">• The suspense account is not regularly checked and cleared.	N/A
IT (Annual 14/15)	Inadequate	<ul style="list-style-type: none">• Some gaps noted in an earlier IT Health check had not been addressed• There is no current Disaster Recovery Plan• There is no current Business Continuity Plan.	N/A