

**IMPLEMENTATION OF INTERNAL AUDIT RECOMMENDATIONS**  
**Completed Actions – Audit reports dated after April 2011**

Audit Ref No	Recommendation	Priority 1=Low 2=Med 3=High	Post responsible	SMT	Response	Action Date	Follow up Memo(s)	Date Closed
<b>INFORMATION MANAGEMENT 2010/11</b>								
3.3	Consideration should be given to developing an Information Management strategy and related policies to set out how information and data will be used to support the Service's objectives. To be effective this should be a high profile document and be communicated throughout the Service.	Medium	Head of Financial and Office Services	Director of Corporate Services	Agreed	30/09/2011 Extended to 30/11/2011	30/11/2011	07/12/2011
3.7	Member and senior management responsibilities for Information Management (IM) should be clearly assigned and communicated. Consideration should also be given to reinstating a working group with appropriate representation and reporting lines to enable Service-wide IM developments to be considered and progressed. These responsibilities should be recorded within the strategy.	Medium	Head of Financial and Office Services	Director of Corporate Services	The strategy will identify individual and board level responsibilities. Consideration will be given to reinstating a working group if IM cannot be managed within existing structures	30/09/2011 Extended to 30/11/2011	30/11/2011	07/12/2011

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3.23	Freedom of Information and Data Protection, together with more general information security requirements, should feature prominently within any future Information Management strategy (IM) to ensure they are given appropriate consideration within future IM developments.	Medium	Head of Financial and Office Services	Director of Corporate Services	Agreed	30/09/2011 Extended to 30/11/2011	30/11/2011	07/12/2011
<b>PENSION ARRANGEMENTS 2010/11</b>								
3.11	There were small discrepancies between the re-calculated pension contribution and the amount showing on the payslip for contributors to the old fire pension scheme. Further examination showed that SAP is configured incorrectly resulting in the employee under-paying pension contributions to the scheme by 4.6p per month. We recommend SAP is reconfigured to ensure compliance with regulations.	Low	Human Resources Manager Workforce Support	Director of Human Resources	Meeting to be arranged with Hampshire County Council to seek a remedy.	31/01/2012	28/02/2012	29/02/2012

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3.12 & 3.19	The current Service Level Agreement (SLA) does not provide specific responsibilities regarding the identification, interpretation, and implementation of regulation changes. There is a risk that changes to the firefighters pension scheme are not being identified and actioned. We recommend both parties review the SLA and take appropriate action and have informed the Deputy County Treasurer and the Head of Financial and Office Services.	Medium	Human Resources Manager Workforce Support	Director of Human Resources	Meeting to be arranged with Hampshire County Council to seek a remedy.	31/01/2012	28/02/2012	29/02/2012
3.17	The lump sum and annual pension calculations for a retired firefighter were checked. We found the rules relating to Long Service Increment (LSI) had changed in June 2008, and not been actioned. There was no impact for this retiree, but the implications of the rule change may impact upon firefighters	Medium	Human Resources Manager Workforce Support	Director of Human Resources	Meeting to be arranged with Hampshire County Council to seek a remedy.  When LSI stopped audit thought we were calculating the pensionable pay incorrectly. Since this was raised Pensions	31/01/2012	28/02/2012	29/02/2012

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	<p>with LSI payments who retired after October 2006. There is a risk that firefighters who received LSI payments who retired after October 2006 may not have received the most beneficial pension benefits under this rule. Pension Services have agreed to review these cases. We recommend HFRA contact Pension Services for the results of this review.</p>				<p>Services have revisited all leavers from 2007 who were in receipt of LSI to see if calculated correctly. There are approximate 40 cases that have been reviewed and only one case was found where pensionable pay was under quoted due to a previous higher years pay being higher. Pensions Services will recalculate this pension and advise member.</p>			