

Appendix C :Action plan

Priority

High - Significant effect on control system

Medium - Effect on control system

Low - Best practice

Rec No.	Recommendation	Priority	Management response	Implementation date & responsibility
1	The Council needs to take urgent steps to ensure it has readily retrievable supporting documentation to confirm the existence, grade and terms and conditions of all employees on it's payroll. Its also needs to ensure this information is appropriately updated for any changes.	H		