

**Agenda Item**

**REPORT OF** Finance Manager  
**To:** Audit & Governance Committee  
**Subject:** Progress with Agreed Actions  
**Date:** 19<sup>th</sup> January 2021

**Reference:**

**PURPOSE OF REPORT:** To provide an update on progress with implementing agreed actions.

**1. INTRODUCTION**

The Audit & Governance Committee requested a regular report on progress with agreed actions. This report is set out at appendix A.

**2. REPORT**

A summary of the position as at the 31<sup>st</sup> December is shown at Appendix A.

Since the Audit & Governance Committee in September 2020 there has been 5 internal audit reports issued containing 20 agreed new audit actions. In the same period there have been 20 actions completed by management.

There are 12 internal audit actions where first extensions have been requested. The majority of these relate to resource shortages in the Major Projects and Estates Service where other priorities have impacted on the audit actions.

There were 3 further internal audit actions due for completion by the 21<sup>st</sup> December which remain outstanding. One is a Finance Action which is scheduled for completion in mid-January, the other two are historical audit actions:

- One is now being progressed via DCC
- One is reliant on a 3<sup>rd</sup> parties and will be picked up in an audit in February

There is 1 outstanding High-Risk audit action. This relates to the need to provide an up-to-date Asset Management Plan. The Major Projects and Estates Manager has requested that this action be extended to 31 December 2021.

**3. IMPLICATIONS**

Legal Implications

None

Financial Implications

None

Human Resources Implications

None

Sustainability Implications

None

Equality/Diversity

None



### Risk Management

The two key outcomes from an audit are the opinion on the audit subject, which indicates the level of assurance that members can take, and the agreed actions to strengthen the control framework where testing has shown risks are not being adequately managed. The agreed actions are evaluated using the corporate risk matrix and the audit reports include those risks that are medium or high. Low risk or housekeeping matters are reported separately and directly to management for them to manage. The Internal Audit team report on progress in implementing the actions agreed with management to better control high and medium risks.

### Compliance with Policies and Strategies

This report complies with the Audit & Governance Committee terms of reference and the Audit Procedures Manual.

### Ward Member and Leader Member Views

Consultations date - Councillor Philip Hackett –

## **4. CONCLUSIONS**

Since the A&G meeting in September 2020, 20 new actions have been identified in internal audit reports and 20 actions have been completed by management.

## **5. RECOMMENDATIONS**

Committee are asked to:

- Note the progress with actions in this Quarter

## **SUPPORTING INFORMATION**

Consultations: Steve Hearse  
Staci Dorey  
Councillor Philip Hackett  
Other officers as required

Contact Officer: David Heyes

Background Papers: Audit files





## Appendix A - Progress with Agreed Actions - as at 31<sup>st</sup> December 2020

Description	Medium Risk	High Risk	Total
Number of scheduled actions on last report (31/8/2020)	27	1	28
Number of new agreed actions this period	20		20
Total agreed actions			48
<b>Actions completed this period</b>	<b>20</b>	<b>0</b>	<b>20</b>
Balance of scheduled actions (31/12/2020)	27	1	28
<b>Number of actions where target date has not been achieved</b>			<b>15</b>

**First Extensions    12**  
**Missed Deadlines    3**

### Number of Scheduled Actions by Service

Service Area	Medium Risk	High Risk	Total
Accountancy Services	6		6
Car Parks			0
Harbour & Pilotage			0
Housing Options	1		1
Human Resources			0
ICT			0
Legal Services			0
Northam Burrows	2		2
Planning	3		3
Property	9	1	10
Regulatory	3		3
Revenues & Benefits			0
Safeguarding	1		1
Waste & Recycling & Emergency Planning	2		2
Total o/s actions	27	1	28

Due by 31/12/20	Due by 31/3/21	Due After 31/3/21
1	2	3
	1	
		2
		3
		10
	3	
1		
1	1	
<b>3</b>	<b>7</b>	<b>18</b>





## Appendix A - Progress with Agreed Actions - as at 31<sup>st</sup> August 2020

### First Extensions

Service	Responsible Officer	Status	Audit	Action Summary	Complete By	Comment
Planning	Sue Pennington	First Extension Agreed	Section 106 Audit 2019/20	<a href="#">Expired Personal Data</a>	Was 31/03/2020 Now 30/06/2021	Ensure DPA requirements are in place. A Planning Advisory Service report into planning documentation retention periods is awaited, and document retention will be aligned with the findings of this report. <b>A Planning Advisory Service report into planning documentation retention periods is awaited, and document retention will be aligned with the findings of this report.</b>
Planning	Sue Pennington	First Extension Agreed	Section 106 Audit 2019/20	<a href="#">TPO Data Protection Legislation</a>	Was 31/03/2020 Now 30/06/2021	Ensure DPA requirements (including Officer training) are met. A Planning Advisory Service report into planning documentation / data retention periods is awaited, and data retention will be aligned with the findings of this report. <b>A Planning Advisory Service report into planning documentation / data retention periods is awaited, and data retention will be aligned with the findings of this report.</b>
Planning	Sue Pennington	First Extension Agreed	Section 106 Audit 2019/20	<a href="#">Trigger Points</a>	Was 30/04/2020 Now 30/06/2021	Information used for monitoring can be received from various sources as well as developers having a duty to inform the Council when trigger points have been met. Process to be developed to ensure prompt invoicing for contributions when triggers met. <b>Information used for monitoring can be received from various sources as well as developers having a duty to inform the Council when trigger points have been met. Process to be developed to ensure prompt invoicing for contributions when triggers met.</b>
Estates & Projects	Adrian Redwood	First Extension Agreed	Caddsdwn Audit 2019/20	<a href="#">All relevant moveable assets should be recorded within a photographic inventory</a>	Was 31/08/2020 Now 31/12/2021	This is now being reviewed and a schedule will be produced. <b>Extension requested due to lack of resources and other priorities in the team</b>



Estates & Projects	Adrian Redwood	First Extension Agreed	Caddstown Audit 2019/20	<a href="#">Annual inspections should be carried out promptly and supporting records retained.</a>	Was 31/08/2020 Now 31/12/2021	Subject to available resources, outstanding inspections to be completed. <b>Extension requested due to lack of resources and other priorities in the team</b>
Estates & Projects	Adrian Redwood	First Extension Agreed	Estates Audit 2019/20	<a href="#">Asset Management Plan</a>	Was 31/08/2020 Now 31/12/2021	<b>HIGH RISK ACTION</b> A new Asset Management Plan should be drawn up, approved and published. The new Plan should be aligned closely with the Authority's Strategic Plan to ensure it will support and help deliver strategic priorities over the short to medium term. <b>Extension requested due to lack of resources and other priorities in the team</b>
Estates & Projects	Adrian Redwood	First Extension Agreed	Estates Audit 2019/20	<a href="#">Condition Surveys</a>	Was 31/08/2020 Now 31/12/2021	Condition surveys should be promptly undertaken for the Authority's buildings and remedial actions undertaken. Condition surveys and necessary works are undertaken at lease renewal and reletting. <b>Extension requested due to lack of resources and other priorities in the team</b>
Estates & Projects	Adrian Redwood	First Extension Agreed	Caddstown Audit 2019/20	<a href="#">Each letting should be supported by all relevant documentation.</a>	Was 31/08/2020 Now 31/12/2021	Not all tenants pay by DD, however where they do we will ensure a copy of the mandate is on file. Most information is now held digitally although we acknowledge that a copy of key information should also be on the tenancy file. <b>Extension requested due to lack of resources and other priorities in the team</b>
Estates & Projects	Adrian Redwood	First Extension Agreed	Caddstown Audit 2019/20	<a href="#">Each letting should be supported by all relevant documentation and a set of spare keys held on the f</a>	Was 31/08/2020 Now 31/12/2021	Unit 10 – it is not mandatory for a five year lease to have a rent review so no further action planned on this point. Missing inspection reports <b>Extension requested due to lack of resources and other priorities in the team</b>



Estates & Projects	Adrian Redwood	First Extension Agreed	Estates Audit 2019/20	<a href="#">Greenhouse Gas Emissions</a>	Was 31/08/2020 Now 31/12/2021	<p>Reliable and timely reporting on greenhouse gas emissions should be undertaken.</p> <p>Estates Officers are now part of the TDC Carbon Footprint working group and new data is currently being gathered</p> <p><b>Extension requested due to lack of resources and other priorities in the team</b></p>
Estates & Projects	Adrian Redwood	First Extension Agreed	Estates Audit 2019/20	<a href="#">Property Information</a>	Was 31/08/2020 Now 31/12/2021	<p>Property data, as published on the Authority's website under the transparency code, was not always reliable. Of our sample of ten properties, three were found to have incorrect Post Code details.</p> <p>The published information is in turn taken from the Property Terrier Property information, including postcodes, should be accurate and reliable.</p> <p><b>Extension requested due to lack of resources and other priorities in the team</b></p>
Estates & Projects	Adrian Redwood	First Extension Agreed	Estates Audit 2019/20	<a href="#">Statutory Building Inspections - Contracts</a>	Was 31/08/2020 Now 31/12/2021	<p>Statutory building inspections are carried out by contractors commissioned by the Authority. In one instance, the contract with the supplier had expired earlier this year.</p> <p>Without a further formal tendering exercise to determine a suitable contractor, the Authority may not be achieving best value.</p> <p>Contracts are under review pending financial year end, some contracts are extended.</p> <p>Upon seeking new contractors, an appropriate procurement procedure will be undertaken.</p> <p><b>Extension requested due to lack of resources and other priorities in the team</b></p>



## Outstanding Issues

Service	Responsible Officer	Status	Audit	Action Summary	Complete By	Comment
Waste	Richard Haste	Milestone Missed	Procurement Audit 2016/17	<a href="#">Formal Contracts</a>	Was 30/09/2016 Now 30/09/2017	<p>We acknowledge that there is no formal agreement in place, Peake GB are a specialist provider who we have used for many years, and we hold risk assessments to ensure that both parties are aware of and can manage risk associated with the service.</p> <p>We have recently reviewed clinical waste collections which should result in a significant reduction in the costs payable to the contractor. If the ongoing costs associated with the service warrant it (are expected to be over £30k per year), we will carry out a formal tendering exercise and draw up a formal agreement between the partner Authorities and the contractor. <b>This was to have been a joint procurement exercise by Torridge, North Devon and Mid Devon but North Devon and Mid Devon have shelved this. The current arrangement with Peake (although without a contract) allows for the subsidy of their disposal charge by the collection costs - if we go to the market then in any new arrangement will cost more for Torridge as the disposal element will have to be put into the existing county contract which is considerably lower. Other Councils do not want to change existing arrangements and incur more costs</b></p> <p><b>New Disposal Tender is being progressed by DCC.</b></p>
Safeguarding		Milestone Missed	Safeguarding Audit 2016/17	<a href="#">Information Sharing</a>	Was 31/03/2018 Now 30/09/2019	<p>A protocol should be developed so that all agencies have a clear understanding of information sharing requirements. This is being led by the DSCB (Devon Children's Safeguarding Board). Liaison is ongoing.</p> <p><b>Liaison has been ongoing for a number of years.</b></p> <p><b>There is a meeting of the Board on 30 Oct but no guarantee that we will be any further forward.</b></p> <p><b>Completion of this action remains outside of Simon Toon's control.</b></p> <p><b>New Internal Audit of Safeguarding scheduled for February 2021</b></p>

