

Summary of Internal Audit Recommendations made and implemented 2018/19 – 2020/21 to date as at end December 2020

Recommendations Made	2018/19	2019/20	2020/21 to date
Number of High Priority	8	0	0
Number of Medium Priority	41	24	13
Number of Low priority	85	42	21
Total	134	66	34
Recommendations Implemented	123	39	1
High Recommendations Outstanding	0	0	0
Medium Recommendations Outstanding	1	9	0
Low Recommendations Outstanding	10	8	0
Not overdue yet	0	10	33
Total Overdue Recommendations	11	17	0
Percentage due implemented	92%	70%	N/A

BDC Internal Audit Recommendations Outstanding

2018/19

Report Ref	Audit	Directorate	Conclusion	Recommendations			Total	Not Overdue	Overdue	Implemented
				High	Medium	Low				
B003	Money Laundering	People	Reasonable		2	4	6		4 (1M 3L)	2
B005	Gifts and Hospitality	People	Substantial			3	3		2L	1
B034	Premises and Personal Licences	Place	Reasonable			7	7		2L	5
B037	Fly Tipping	Place	Reasonable	1	3	10	14		1L	13
B038	JVC Dragon Fly	Place	Substantial			4	4		2L	2
Total				1	5	28	34		11	23

2019/20

Report Ref	Audit	Directorate	Conclusion	Recommendations			Total	Not Overdue	Overdue	Implemented
				High	Medium	Low				
B002	Property Services Compliance	Place	Reasonable		2	1	3		3 (2M 1L)	
B004	Business Continuity & Emergency Planning	Place	Reasonable		1	4	5		1M	4
B012	Payroll	People	Substantial			1	1		1L	

B015	Housing Rents	Place	Substantial			1	1		1L	
B016	Transformation Agenda	People	Reasonable		4		4		4M	
B019	Main Accounting & Budgetary Control	People	Substantial			1	1		1L	
B022	Members IT Equipment	People	Reasonable		3		3	3		
B023	The Tangent & Pleasley Vale Business Park	Place	Reasonable		2	3	5	2		3
B025	Housing Repairs (voids)	Place			2	4	6		5 (2M 3L)	1
B026	Transport	Place			1	4	5	3	1L	1
B027	Sundry Debtors	People	Reasonable			2	2	2		
Total				0	15	21	36	10	17	9

2020/21

Report Ref	Audit	Directorate	Conclusion	Recommendations			Total	Not Overdue	Overdue	Implemented
				High	Medium	Low				
B001	Data Protection	Corporate Resources	Substantial			3	3	3		
B002	Elections	Corporate Resources	Reasonable		1	3	4	4		
B003	Community Safety	Environmental Enforcement	Substantial			1	1			1
B004	Procurement	Corporate Resources	Reasonable		5	1	6	6		
B005	Asset Management	Development	Substantial		2	1	3	3		

B006	VAT	Corporate Resources	Substantial				0			0
Ref	Audit	Directorate	Conclusion	H	M	L	Total	Not Overdue	Overdue	Implemented
B007	CIPFA Financial Management Code	Corporate Resources	Substantial		1	2	3	3		
B008	Climate Change	Corporate Resources	Substantial			2	2	2		
B009	Corporate Targets	Corporate Resources	Substantial			1	1	1		
B010	Social Media	Corporate Resources	Reasonable		3	1	4	4		
B011	Joint Dog Warden Service	Environment & Enforcement	Substantial			2	2	2		
B012	Disabled Facilities Grants	Environment & Enforcement	Substantial			3	3	3		
B013	Street Cleansing	Corporate Resources	Substantial		1	1	2	2		
Total					13	21	34	33	0	1

BDC Outstanding Internal Audit Recommendations as at end December 2020

Audit and date audit completed	Recommendation Outstanding	Priority and Original Target Date	Managers Comment
Money Laundering – June 2018	Once the Anti-Money Laundering policy has been updated and approved staff with key roles should be made fully aware of their associated responsibilities and ensure compliance with and awareness of the policy going forward. The policy should also be made available to wider employees via the intranet.	Medium December 2018	The policy was approved by Delegated Decision on 23 rd June 2020. The pandemic has meant there hasn't yet been any big roll out to staff, the document has been put in the library on the intranet. Contact centre staff have been updated but no other staff have yet been trained.
Money Laundering – June 2018	Reporting of Money Laundering incidents and limits of cash that can be accepted needs to be consistent across all staff guidance and related policies/policy to ensure potential issues are promptly dealt with in line with AML regulations.	Low December 2018	Once policy is approved this recommendation will be completed.

Audit and date audit completed	Recommendation Outstanding	Priority and Original Target Date	Managers Comment
Money Laundering – June 2018	A training programme/matrix to be documented in line with the new regulations (previous training date, records for scope and effectiveness of training) and rolled out for employee's who are working in the "potential risk areas" to keep them updated and refresh their knowledge.	Low December 2018	Once policy is approved this recommendation will be completed.
Money Laundering – June 2018	The Anti-Money Laundering Compliance Officer (as recommended as part of R2) should undertake a periodic review of payments received into NEDDC and BDC sites. This should identify any regular or large payments of cash with a view to highlighting and reporting any potential instances of money laundering.	Low December 2018	Once policy is approved this recommendation will be completed.

Audit and date audit completed	Recommendation Outstanding	Priority and Original Target Date	Managers Comment
Gifts and Hospitality – June 2018	It should be ensured that the annual inspection report is presented to the Standards Committee during the year following inspection.	Low End June 2019	
Gifts and Hospitality – June 2018	Consideration be made to adding 'print name', 'position' and 'date of authorisation' to the Gift/Hospitality Declaration form and to check the Gifts and Hospitality forms upon receipt for appropriate authorisation signatures.	Low End March 2019	
Premises and Personal Licences – March 2019	To be compliant with legislation, ensure registers of licence are available and published as soon as possible	Low December 2019	Web connectors have been purchased from Uniform to enable the licensing registers to be published online. This has been delayed by the Covid 19 pandemic. On hold
Premises and Personal Licences – March 2019	Establish a procedure to identify licences that are no longer operational and decide on an appropriate timeframe /	Low July 2020	This work is low priority. It had commenced but has now been affected by the Covid 19 pandemic and is on hold.

Audit and date audit completed	Recommendation Outstanding	Priority and Original Target Date	Managers Comment
	regularity for the committee to revoke these		
Fly tipping – May 2019	It should be ensured that the new legislation regarding Duty of Care is reflected within the existing Fly tipping policy.	Low December 2019	The Fly tipping policy is due to be reviewed and will begin when the current Environmental Health service review is concluded. To begin this beforehand would be premature.
Joint Venture Company – Dragonfly May 2019	The areas of taxation which were raised by the external auditors should be subject to continued consideration and resolution to ensure compliance with all liabilities.	Low March 2020	
Joint Venture Company – Dragonfly May 2019	Consideration should be given to the declaration of interests requirements for all designated Council representatives who have a specific managerial or operational role with Dragonfly Developments Ltd.	Low March 2020	
Property Services Compliance – June 2019	All contracts in operation should have an agreed set of KPI's which should be monitored and reported accordingly. Any poor performance, or that which	Medium June 2020	

Audit and date audit completed	Recommendation Outstanding	Priority and Original Target Date	Managers Comment
	falls below expected standards, should be promptly identified and improvement plans agreed with the relevant supplier(s).		
Property Services Compliance – June 2019	<p>The new Facilities Management Contract should include, but not be limited to:</p> <ul style="list-style-type: none"> • Required frequencies of inspections in each compliance area • Applicable compliance legislation Required quality assurance processes to be applied by the contractor • Performance Indicators for monitoring purposes • Record retention requirements 	<p>Medium</p> <p>June 2020</p>	
Property Services Compliance – June 2019	Consider completing a formal reconciliation on a yearly basis with Estates to ensure sites are being inspected as appropriate	<p>Low</p> <p>June 2020</p>	

Audit and date audit completed	Recommendation Outstanding	Priority and Original Target Date	Managers Comment
Business Continuity – July 2019	To inform the next review of the Strategic Alliance Corporate Business Continuity Plan, service area business continuity plans are created / revisited (including key contacts) with the support of the Senior Emergency Planning Officer.	Medium April 2020	<p>In terms of Business Continuity, in order to meet the requirements of the Civil Contingencies Act 2004 local authorities are required to have in place a corporate business continuity plan and a register of priority functions, which we have. The service area bc plans are more of an additional level of best practice that some local authorities in Derbyshire use and some that decide not to.</p> <p>Based on the current situation and the fact that there have recently been some structural changes, the way the authority works has changed dramatically. My recommendation will be that the corporate business continuity plan will be updated in light of Covid-19 and structural changes, and that I look at, in consultation with Karen, the suitability and effectiveness of having service area bc plans moving forward, and if they are to be continued to look at further training needs.</p>

Audit and date audit completed	Recommendation Outstanding	Priority and Original Target Date	Managers Comment
Payroll – October 2019	Forms that require a signature for authorisation must be checked to the authorised signatory list before payment is made. It is recommended that discussions are held between Payroll, Finance and HR to update and streamline the authorised signatory process and confirm where responsibilities lie in checking documentation.	Low March 2020	
Housing Rents – December 2019	In preparation for the new corporate plan, measures of performance should be fully appraised to ensure they provide for clarity, transparency and accountability.	Low End March 2020	
Transformation Agenda – January 20	Further work is required to embed the Transformation Agenda principles within both BDC & NEDDC. The continued development of the project management principles is required to ensure that the principles of the change	Medium October 2020	

Audit and date audit completed	Recommendation Outstanding	Priority and Original Target Date	Managers Comment
	requirements are known and that projects are progressed.		
Transformation Agenda – January 20	Regular communications are required to ensure that staff are fully aware of the Transformation Agenda and its purpose and progress. Communications should include examples of completed projects together with the efficiencies gained.	Medium October 2020	
Transformation Agenda – January 20	Councillors, Managers and Staff should be encouraged to provide feedback and comments regarding the Transformation Agenda as it develops and becomes embedded into both BDC and NEDDC. These communications should be acknowledged and progress reported back to the both the individual making the comment and more generally authority wide, this could be carried out within the Extranet environment.	Medium October 2020	

Audit and date audit completed	Recommendation Outstanding	Priority and Original Target Date	Managers Comment
Transformation Agenda – January 20	Management should consider supplementing and improving the Extranet facilities and web pages to provide improved communication with Members and staff concerning the purpose, progress and adoption of Transformation ideas across both authorities.	Medium October 2020	
Main Accounting & Budgetary Control – January 2020	Legal – Through the Constitutional Review Process, align the Budget and Policy Framework Rules (Page 129, para 4.3.6) and Financial Regulations (page 146, Para 4.7.2 (7)) in relation to the authorisation of virements.	Low May 2020	
Housing Repairs (Voids) – April 2020	The Operational Repairs Manager should periodically review the completion of property documentation to ensure that a comprehensive management trail of information is consistently provided.	Low April 2020	The paper based documents will be superseded with electronic forms as part of Open Housing / Total Mobile project during 2020/21
Housing Repairs (Voids) – April 2020	The Operational Repairs Manager should periodically review the completion of	Medium	The Recharge information will be collected electronically during void pre-inspections

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	recharge information on property documentation and the timeliness of raising recharges to ensure that the costs of repair associated with cases of neglect or wilful damage caused by previous tenancies is fully and promptly recovered.	April 2020	utilising Total Mobile as part of the Open Housing project during 2020/21.
Housing Repairs (Voids) – April 2020	As the Rechargeable Works Policy is dated 2013, it is considered that it should be reviewed and updated where required.	Low August 2020	
Housing Repairs (Voids) – April 2020	Notional rent loss details relating to void properties based on target rent charges should be routinely collated and reported as management information to the Housing Stock Management Group.	Low September 2020	This will need Housing stock approval
Housing Repairs (Voids) – April 2020	A range of alternative performance measures should be introduced and incorporated within the new Council Vision to ensure that short-term and long-term void performance monitoring is	Medium September 2020	Housing Management Team have started consultation with Senior Management on new targets.

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	separately established and is soundly based to provide both clarity and transparency.		
Transport – April 2020	Guidelines should be provided to clarify when a refund can be issued. Staff should be provided with appropriate training to ensure all transactions are accounted for and supported by relevant authorisation.	Low End July 2020	In progress