

South Derbyshire District Council –  
Audit Progress Report  
Audit Sub-Committee: 19<sup>th</sup> June 2024



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## Our Vision

To bring about improvements in the control, governance and risk management arrangements of our Partners by providing cost effective, high quality internal audit services.

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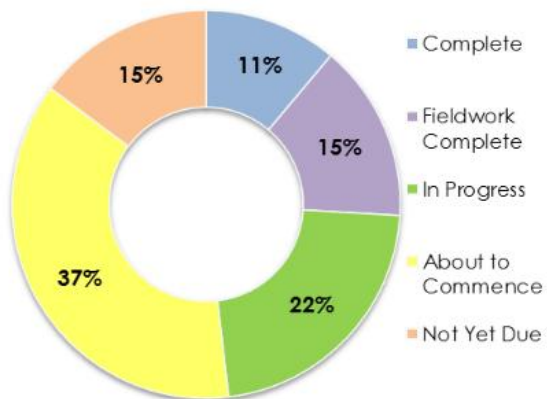
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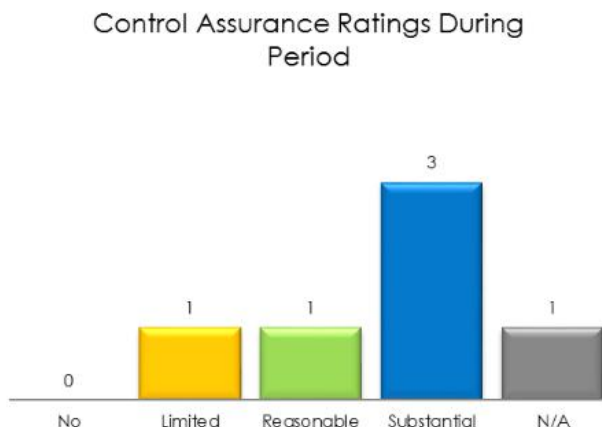
# South Derbyshire District Council – Audit Progress Report

## AUDIT DASHBOARD

### Plan Progress



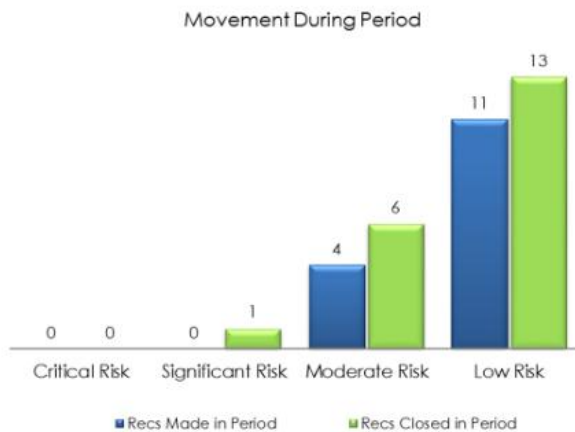
### Jobs Completed in Period



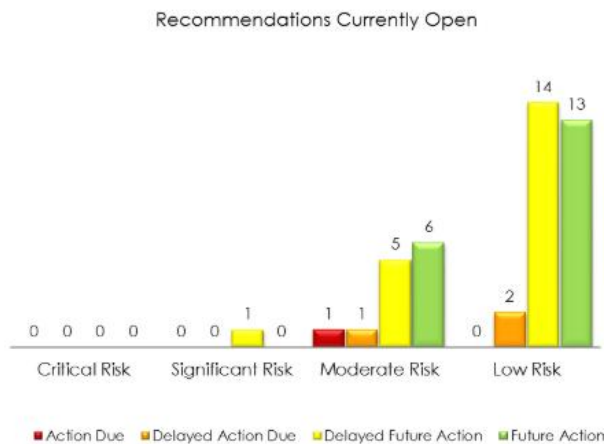
### Customer Satisfaction



### Recommendations Movement



### Recommendations Open



### Recommendations Overdue



## South Derbyshire District Council – Audit Progress Report

### AUDIT PLAN

#### Progress on Audit Assignments

The following tables provide Audit Sub-Committee with information on how audit assignments were progressing as at 31<sup>st</sup> May 2024.

2024-25 Assignments	Status	% Complete	Assurance Rating
Significant Contracts (Data Analytics)	Allocated	5%	
Strategic Transformation	Allocated	0%	
Grant Certification 2024-25	Allocated	15%	
Payroll	Not Allocated	0%	
Debit/Credit Cards	In Progress	75%	
IT Infrastructure/Applications	Not Allocated	0%	
Business Change & Transformation	Allocated	15%	
Risk Management	Allocated	0%	
People Management (Policies)	Allocated	0%	
Pest Control	Not Allocated	0%	
Rosliston Forestry Centre 2024-25	Allocated	10%	
Rechargeable Repairs 2024-25	Allocated	20%	
Allocations & Homelessness	Allocated	20%	
Housing Consumer Standards	Allocated	50%	
Corporate Governance	Not Allocated	0%	

B/Fwd Assignments	Status	% Complete	Assurance Rating
Leisure Centre Management - Tender 2023-24	Fieldwork Complete	90%	
Revenue Systems 2023-24	Final Report	100%	Substantial
Housing Benefit & Council Tax Support 2023-24	Final Report	100%	Substantial
Health & Safety 2023-24	In Progress	60%	
Fleet Management 2023-24	Allocated	10%	
Trade Waste 2023-24	Fieldwork Complete	80%	
Planning & Building Control Fees 2023-24	Fieldwork Complete	80%	
Climate Change 2023-24	In Progress	70%	
Housing Repairs (Planned & Responsive Maintenance) 2023-24	Final Report	100%	Reasonable
Housing Safety Inspections 2023-24	In Progress	70%	
Improvement Grants 2023-24	In Progress	40%	
Visitor Centre	Draft Report	95%	

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### Plan Delays

We have been requested to delay the commencement of the Rechargeable Repairs 2024-25 and Allocations & Homelessness assignments. As part of the escalation process, these matters have been initially raised with Executive Director - Resources & Transformation (S151 Officer) and subsequently with the Chief Executive. It has been agreed to reschedule these audits for commencement in September 2024.

### Plan Changes

We have received a request from the Executive Director - Resources & Transformation (S151 Officer) to undertake a piece of consultancy work examining the control and governance arrangements surrounding the Council's compliance with the new Housing Consumer Standards.

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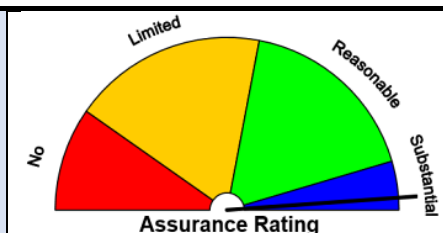
### AUDIT COVERAGE

#### Completed Audit Assignments

Between 10<sup>th</sup> February 2024 and 31<sup>st</sup> May 2024, the following audit assignments have been finalised.

Audit Assignments Completed in Period	Assurance Rating	Recommendations Made				% Recs Closed
		Critical Risk	Significant Risk	Moderate Risk	Low Risk	
Community Safety Enforcement 2023-24	Substantial				1	
Bank House-Sabines Yard Project	Limited			4	5	11%
Housing Repairs (Planned & Responsive Maintenance) 2023-24	Reasonable				5	
Housing Benefit & Council Tax Support 2023-24	Substantial					n/a
Revenues Systems 2023-24	Substantial					n/a
Grant Certification 2023-24	N/A					n/a

### Community Safety Enforcement 2023-24



Control Objectives Examined		Controls Evaluated	Adequate Controls	Partial Controls	Weak Controls
The process of issuing Fixed Penalty Notices is clearly documented and complies with relevant legislation; being clearly communicated to all relevant parties.		10	8	2	0
Income received from Fixed Penalty Notices is adequately receipted and reconciled, with an appeals and complaints procedure in place.		8	8	0	0
<b>TOTALS</b>		<b>18</b>	<b>16</b>	<b>2</b>	<b>0</b>
Rec No.	Summary of Weakness	Risk Rating	Original Action Date	Action Status	Revised Action Date

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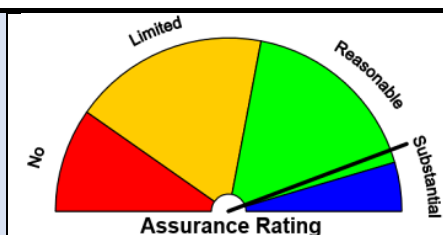
1	No formal contract review meetings were taking place with Crowfoot Kennels and this was not outlined as a requirement within the contract. Subsequently, performance issues were not being formally monitored, resulting in costs regularly exceeding the allocated budget.	Low Risk	01/09/2024	Future Action	
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Bank House-Sabines Yard Project					
Control Objectives Examined		Controls Evaluated	Adequate Controls	Partial Controls	Weak Controls
Robust procurement arrangements were in place, in accordance with the Council's Contract Procedure Rules to appoint a contractor for the Bank House and Sabines Yard project.		14	6	4	4
Robust governance arrangements are in place in relation to the Bank House and Sabines Yard project to ensure a regime of rigorous monitoring on project progress and delivery is in place.		6	5	1	0
<b>TOTALS</b>		<b>20</b>	<b>11</b>	<b>5</b>	<b>4</b>
Rec No.	Summary of Weakness	Risk Rating	Original Action Date	Action Status	Revised Action Date
1	The Central Procurement Team had not checked the Council had adequate financial provision prior to commencing the procurement process as required by the Contract Procedure Rules Section 11.1 (ii).	Low Risk	31/05/2025	Future Action	
2	The Central Procurement Team had not obtained the written authorisation of the S151 Officer to enter into a procurement process.	Moderate Risk	31/05/2025	Future Action	
3	There were no formal assessment criteria or Key Performance Indicators included in the Invitation to Tender document to indicate how the performance of the contract would be measured.	Moderate Risk	01/07/2024	Future Action	
4	Conflicts of Interest had not been declared by any of the officers involved in the conduct of the procurement process.	Low Risk	01/07/2024	Future Action	
5	Clear evidence could not be supplied to support the decision regarding which tender process to use. The consultants acting on behalf of the Council, did not consider the open tendering procurement process, which had been used by the Council, to have provided best value.	Moderate Risk	31/05/2025	Future Action	
6	Evidence could not be supplied to confirm that the significant difference in tender prices had been referred to and approved by the Strategic Director (Corporate Resources), as required by the Contract Procedure Rules, Section 17.5.	Low Risk	31/05/2025	Future Action	

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7	No assurance could be obtained regarding notification letters being sent to both successful and unsuccessful tenderers as required by Section 86 of the Public Contracts Regulations (PCR) 2015 (as amended).	Low Risk	01/01/2025	Future Action	
8	No evidence could be provided to demonstrate that the legally required standstill period had been enforced during the procurement process.	Moderate Risk	01/01/2025	Future Action	
9	The outcomes from Property Meetings attended by the former Chief Executive and former Strategic Director (Corporate Resources) had not been minuted.	Low Risk	25/03/2024	Implemented	

### Housing Repairs (Planned & Responsive Maintenance) 2023-24



Control Objectives Examined		Controls Evaluated	Adequate Controls	Partial Controls	Weak Controls
Actions taken by the Council, following the 2020-21 Housing Repairs audit, have adequately addressed the weaknesses in control, with systems becoming embedded into standard practices, to mitigate the potential risks.		11	6	4	1
Works funded by the Social Housing Decarbonisation Fund are appropriately managed and monitored.		11	10	0	1
<b>TOTALS</b>		<b>22</b>	<b>16</b>	<b>4</b>	<b>2</b>

Rec No.	Summary of Weakness	Risk Rating	Original Action Date	Action Status	Revised Action Date
1	A sample of completed jobs were checked daily to ensure materials recorded were reasonable, however this check was not being documented.	Low Risk	31/08/2024	Future Action	
2	Regular van stock checks had not yet commenced, despite previous assurances.	Low Risk	31/10/2024	Future Action	
3	The process for calculating Tenant Satisfaction Measures in compliance with the Regulator of Social Housing's technical requirements had not yet been determined, in particular, regarding <i>RP02 Repairs completed within target timescale</i> .	Low Risk	31/08/2024	Future Action	
4	Although additional ad-hoc post inspections of works were undertaken as required, these post inspections were not being recorded.	Low Risk	30/06/2024	Future Action	



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5	Documentation pertaining to individual works funded from the Social Housing Decarbonisation Fund, had not been downloaded from the contractor portal and was subsequently not held by the Council against individual property records.	Low Risk	30/06/2024	Future Action	
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Housing Benefit & Council Tax Support 2023-24					
<b>Control Objectives Examined</b>		<b>Controls Evaluated</b>	<b>Adequate Controls</b>	<b>Partial Controls</b>	<b>Weak Controls</b>
To ensure claims for benefits are processed in line with legislations and are supported by an application and validated evidence to ensure benefit is awarded correctly.		18	18	0	0
<b>TOTALS</b>		<b>18</b>	<b>18</b>	<b>0</b>	<b>0</b>
<b>Rec No.</b>	<b>Summary of Weakness</b>	<b>Risk Rating</b>	<b>Original Action Date</b>	<b>Action Status</b>	<b>Revised Action Date</b>
	This report contained no recommendations, although there was an outstanding recommendation for this area relating to write-off approval policies from the Revenue Systems 2022-23 audit report, dated August 2023.				

Revenues Systems 2023-24					
<b>Control Objectives Examined</b>		<b>Controls Evaluated</b>	<b>Adequate Controls</b>	<b>Partial Controls</b>	<b>Weak Controls</b>
To ensure that liable persons / parties for Council Tax and National Non-Domestic Rates are identified and that amendments to liability are promptly processed.		17	17	0	0

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To ensure that charges levied for Council Tax and National Non-Domestic Rates are accurate, in line with regulations.		9	9	0	0
<b>TOTALS</b>		<b>26</b>	<b>26</b>	<b>0</b>	<b>0</b>
Rec No.	Summary of Weakness	Risk Rating	Original Action Date	Action Status	Revised Action Date
	This report contained no recommendations.				

### Grant Certification 2023-24

Assurance  
Rating: N/A

Throughout the year Internal Audit was asked to examine the documents to support the following grant projects and certify that having scrutinised the relevant payments in our opinion, in all significant respects, the conditions attached to each grant listed below had been complied with:

- Home Upgrade Grant Phase 1 Determination No. 31/5947.
- Home Upgrade Grant Phase 2 Determination No. 31/6400.
- Local Authority Delivery Phase 3 No 31/5774.

We also reviewed the proposed controls to be put in place to verify applications for Shared Prosperity Fund grants and the process to control payments to private tenants from the Sustainable Warmth grants.

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### RECOMMENDATION TRACKING

Final Report Date	Audit Assignments with Open Recommendations	Assurance Rating	Recommendations Open			
			Action Due	Delayed Action Due	Delayed Future Action	Future Action
10-Apr-24	Housing Repairs 2023-24	Reasonable				5
14-Dec-23	Rent Accounting 2023-24	Reasonable	1			
25-Mar-24	Bank House-Sabines Yard Project	Limited				8
21-Mar-24	Community Safety Enforcement 2023-24	Substantial				1
09-Feb-24	IT Key Controls 2023-24	Reasonable			2	
17-Aug-23	Street Cleansing 2022-23	Substantial			1	2
23-Aug-23	Procurement 2022-23	Limited			1	
02-Aug-23	Organisational Culture & Ethics 2022-23	Reasonable			1	
18-Aug-23	Revenue Systems 2022-23	Substantial			1	
22-Nov-23	Land Charges 2022-23	Reasonable			1	2
22-Nov-23	Development Management 2022-23	Substantial			3	
14-Aug-23	Parks & Open Spaces 2022-23	Reasonable			1	
31-Oct-22	Rosliston Forestry Centre 2022-23	Reasonable			1	
24-Oct-22	Officers Expenses & Allowances 2022-23	Reasonable			2	
02-Aug-22	Income Streams	Reasonable		1		
22-Aug-22	Homelessness 2021-22	Substantial		1		
10-Mar-22	Rent Accounting 2021-22	Reasonable			3	
15-Sep-21	Insurance	Substantial				1
08-Mar-23	Electoral Services 2020-21	Reasonable		1		
16-Jun-21	Housing Repairs 2020-21	Limited			1	
06-Aug-20	Bereavement Services 2019-20	Reasonable			1	
22-Oct-20	Grounds Maintenance 2019-20	Reasonable			1	
		<b>TOTALS</b>	<b>1</b>	<b>3</b>	<b>20</b>	<b>19</b>

**Action Due** = The agreed actions are due, but Internal Audit has been unable to ascertain any progress information from the responsible officer.

**Delayed Action Due** = The original action date has now passed and Internal Audit has obtained status update comments from the responsible officer and a revised action date. This revised action date has now passed, but Internal Audit has been unable to ascertain any progress information from the responsible officer.

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**Delayed Future Action** = The original action date has now passed and Internal Audit has obtained status update comments from the responsible officer and a revised action date which is in the future.

**Future Action** = The agreed actions are not yet due, so Internal Audit has not followed the matter up.

Audit Assignments with Recommendations Due	Action Due				Delayed Action Due				Delayed Future Action			
	Critical Risk	Significant Risk	Moderate Risk	Low Risk	Critical Risk	Significant Risk	Moderate Risk	Low Risk	Critical Risk	Significant Risk	Moderate Risk	Low Risk
Rent Accounting 2023-24			1									
IT Key Controls 2023-24												2
Street Cleansing 2022-23												1
Procurement 2022-23										1		
Organisational Culture & Ethics 2022-23												1
Revenue Systems 2022-23												1
Land Charges 2022-23											1	
Development Management 2022-23												3
Parks & Open Spaces 2022-23												1
Rosliston Forestry Centre 2022-23												1
Officers Expenses & Allowances 2022-23											1	1
Income Streams								1				
Homelessness 2021-22								1				
Rent Accounting 2021-22											1	2
Electoral Services 2020-21							1					
Housing Repairs 2020-21											1	
Bereavement Services 2019-20											1	
Grounds Maintenance 2019-20												1
<b>TOTALS</b>			<b>1</b>				<b>1</b>	<b>2</b>		<b>1</b>	<b>5</b>	<b>14</b>

## South Derbyshire District Council – Audit Progress Report

### HIGHLIGHTED RECOMMENDATIONS

#### Critical, Significant or Moderate Risk Recommendations Past Original Action Date

The following significant or moderate risk rated recommendations, that have not yet been implemented, are detailed for Committee's scrutiny.

Job Name	Procurement 2022-23	Original Action Date	01/03/2024
Risk Rating	Significant Risk	Revised Action Date	01/10/2024
Recommendation Number	4	Recommendation Status	Delayed Future Action
Summary of Weakness	Recommendation	Management Response/Action Details	Status Update Comments
It could not be demonstrated that the contract with the Procurement Service Provider provided an effective procurement function, which sought genuine competition.	We recommend that the contract is evaluated by management and compared with other options available for service delivery. The most effective procurement function for the Council should be selected, that not only ensures compliance with relevant laws and regulations but saves the authority both time and money in the long term, through seeking genuine competition from procurement activities. Any decision taken should be clearly documented and follow the correct governance process, as per the Council's Constitution.	The current contractual arrangements ended on 31/03/2023 and a 12-month extension was agreed by the previous Strategic Director (Corporate Resources) to 31/03/2024. Alongside the need to undertake a competitive process to ensure the future procurement solution represents value for money, a review of the organisational requirements in respect of procurement support will be undertaken.	Due to some issues with the engagement of temporary resource which prevented the implementation of the procurement timetable. As a result the current contract is extended on a rolling basis to 30 September 2024. Re-procurement is now planned to commence in June, via a formal tender route.

Job Name	Bereavement Services 2019-20	Original Action Date	01/01/2021
Risk Rating	Moderate Risk	Revised Action Date	30/09/2024
Recommendation Number	2	Recommendation Status	Delayed Future Action
Summary of Weakness	Recommendation	Management Response/Action Details	Status Update Comments
Contract opportunities for the provision of a grave digging service had not been advertised on the Contracts Finder website, in line with the requirements of the Public Contract Regulations 2015, and there was no current contract in place.	We recommend that the Council pursues one of the following actions: <ul style="list-style-type: none"> <li>A corporate contract may be required for the area of spend and as such a formal tender exercise should be undertaken.</li> <li>Engage the Council's DSO to provide the service at the rural cemeteries as well as the urban cemeteries.</li> <li>The area of spend may be relevant to an existing or new framework agreement/contract which should be used to formalise the process.</li> <li>If no competitive market is available this should be demonstrated and a formal exemption from the Contract Procedure Rule should be put in place.</li> </ul>	All options will be assessed and taken forward after the Covid-19 pandemic is over as the risk of any changes to the service are too great at the present time.	We are exploring the options of bringing this in-house and reviewing resources.

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Job Name	Electoral Services 2020-21	Original Action Date	31/03/2023
Risk Rating	Moderate Risk	Revised Action Date	31/03/2024
Recommendation Number	4	Recommendation Status	Delayed Action Due
Summary of Weakness	Recommendation	Management Response/Action Details	Status Update Comments
There was no current contract in place for the provision of election printing services.	<p>We recommend that the Council pursues one of the following actions:</p> <ul style="list-style-type: none"> <li>A corporate contract may be required for the area of spend and as such a formal procurement exercise should be undertaken.</li> <li>The area of spend may be relevant to an existing or new framework agreement/contract which should be used to formalise the process.</li> <li>Where a tender exercise would not be beneficial to the Council or where the particular organisation is required for a specific reason, a formal exemption from the Contract Procedure Rules should be sought.</li> </ul>	<p>A tender exercise may not be suitable due to the specialist nature of this contract.</p> <p>A formal exemption under the Contract Procedure Rules will be explored.</p>	This matter is currently with NHS Chesterfield to make a direct award from a framework

Job Name	Housing Repairs 2020-21	Original Action Date	01/10/2021
Risk Rating	Moderate Risk	Revised Action Date	30/06/2024
Recommendation Number	3	Recommendation Status	Delayed Future Action
Summary of Weakness	Recommendation	Management Response/Action Details	Status Update Comments
There was a high degree of manual input in scheduling repair jobs and the system in place to record repairs was heavily reliant on paper job tickets, resulting in inefficiencies and possible inaccuracies. We were unable to locate a job ticket for 10 of the 19 completed repair jobs selected for testing.	<p>We recommend that the Council considers the procurement of dynamic scheduling software. In the interim we recommend that:</p> <ul style="list-style-type: none"> <li>Clear guidelines are provided to operatives on the information required to be completed on job tickets and timesheets, to improve the quality of data subsequently entered into Orchard, the Council's Housing Management System.</li> <li>The possibility of sending job tickets directly from Orchard to operative's smartphones (or scanning and emailing them) is investigated.</li> <li>The capability of the smartphones issued is reviewed to establish whether job tickets can be viewed and edited or whether other hardware /software is required to do this.</li> <li>Training requirements for operatives are considered to allow implementation of the above and further training be undertaken, where required.</li> </ul>	<p>As part of the Council's Transformation Project, the renewed Orchard Contract package includes the option for the future purchase of dynamic scheduling/mobile working software. Written instruction for the completion of job tickets will be provided for operatives by the Interim Team Leader (by 30/07/2021). A possible interim solution for the electronic transmission of job tickets has been identified and is being tested. This will require new devices to be provided to operatives. The use of smartphone for this process has been tested and found to be not viable. Once testing of the process and new devices is complete this will be implemented across the team with the appropriate training.</p>	MRI Repairs implementation is in progress. It is anticipated that the system will go live on 10 <sup>th</sup> June 2024.

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Job Name	Rent Accounting 2021-22	Original Action Date	31/03/2022
Risk Rating	Moderate Risk	Revised Action Date	31/12/2024
Recommendation Number	7	Recommendation Status	Delayed Future Action
Summary of Weakness	Recommendation	Management Response/Action Details	Status Update Comments
Energy costs paid by the Council for individual properties were not consistently recharged to tenants and there was a large outstanding debt relating to this.	We recommend that the Council writes off outstanding ground source heating debts where there is insufficient legal basis to pursue recovery. Furthermore, for existing tenants, appropriate action should be taken to obtain agreement to future energy cost charges, which should be invoiced as soon as possible to prevent further financial loss to the Council.	<p>Agreed, the Former Tenant Arrears Officer will prepare the documentation for write off where recovery cannot be pursued against former / current tenants for ground source heating charges at Brook Street, Hartshorne.</p> <p>A third-party agent is currently being procured to take meter readings and prepare figures for consumption costs to the responsible tenant for payment. At this point it is the Councils intention for the third-party agent to read meters and invoice tenants, however this may change in so far as Business Support may invoice tenants and collect the payments which are due.</p> <ul style="list-style-type: none"> <li>Once procured, all existing tenants will be required to re-sign a contract indicating their agreement to be responsible for and pay their ground source heating charges to the Council.</li> <li>All new tenants will sign a separate contract/letter when they sign their new Tenancy Agreement indicating their agreement to be responsible for and pay their ground source heating charges.</li> <li>The Former Tenant Arrears Officer and the Tenancy Services Manager will have operational responsibility for implementing this recommendation.</li> </ul>	Outstanding debts have now been written off. Housing Review in place and new Head of Housing to be recruited. Process for heating costs to be recharged monthly at Carnegie House and Brook Street. Meter readings for Carnegie House are now being taken and billed monthly. Service Charge which includes energy costs for those under licence agreement in temporary accommodation. Still issues at Brook Street that the Asset team are working on with Raleigh Instruments. Hoping to resolve 12/02/2024.

Job Name	Land Charges 2022-23	Original Action Date	30/11/2023
Risk Rating	Moderate Risk	Revised Action Date	01/08/2024
Recommendation Number	6	Recommendation Status	Delayed Future Action
Summary of Weakness	Recommendation	Management Response/Action Details	Status Update Comments
There was no current signed agreement in place with Lichfield District Council for the provision of a Land Charges service.	We recommend that the Council determines the preferred option for future provision of the Land Charges service and enters into a formal agreement to reflect this.	The agreement was with the service provider for approval. A recent signed copy has been received for completion.	The agreement remains unsigned as the officer at Lichfield DC responsible for signing the agreement has left the organisation unexpectedly. Efforts are being made to establish who can pick this matter up at Lichfield DC.

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Job Name	Officers Expenses & Allowances 2022-23	Original Action Date	31/07/2023
Risk Rating	Moderate Risk	Revised Action Date	31/03/2025
Recommendation Number	2	Recommendation Status	Delayed Future Action
Summary of Weakness	Recommendation	Management Response/Action Details	Status Update Comments
The Council's expenses policy did not support the Council's Staff Travel Plan, adopted to reduce the environmental impact of the journeys made by Council employees, and the mileage expenses paid were considered to be uneconomic and did not offer efficiency or value for money for the residents in the District.	We recommend that the Council considers the savings that could be made by adopting the HMRCs (or a hybrid) scheme for paying mileages expenses. Pool cars could also be considered to reduce the need for paying lump sums for essential users (electric ones would also contribute to the Council's Staff Travel Plan.)	An options appraisal will be undertaken as part of the Council's recruitment and retention package.	Following on from work at recommendation 1, further work on an options appraisal will form part of the workstreams to be progressed under the People Strategy, which has been rescheduled and is being reported to Finance and Management Committee in September 2024.

Job Name	Rent Accounting 2023-24	Original Action Date	31/03/2024
Risk Rating	Moderate Risk	Revised Action Date	
Recommendation Number	2	Recommendation Status	Action Due
Summary of Weakness	Recommendation	Management Response/Action Details	Status Update Comments
The reconciliation of housing benefits report was not being reviewed and authorised by a senior officer and discrepancies were not being fully explained when identified.	We recommend that discrepancies identified through the housing benefits reconciliation are fully investigated with a reason provided and recorded for the discrepancy. Where possible, action should be taken to prevent future reoccurrence of any issues identified. The reconciliation should then be reviewed and formally authorised by a senior experienced officer. This could be formally recorded on the reconciliation spreadsheet or by exchange of emails between officers to evidence this process.	Procedure to be written. Any discrepancies between Agresso and Orchard are noted and queried with Housing Benefits (Elaine Garnham) by the Business Support Team, ensuring the issue is investigated and a response received from Benefits. If no response received from Benefits. If no response received the issue is to be escalated to a Senior Manager.	



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### Low Risk Recommendations Over 12 Months Past Original Action Date

The following low risk rated recommendations, that have not yet been implemented and have exceeded their original action date by more than 12 months, are also detailed for Committee's scrutiny.

Job Name	Homelessness 2021-22	Original Action Date	31/12/2022
Risk Rating	Low Risk	Revised Action Date	20/10/2023
Recommendation Number	1	Recommendation Status	Delayed Action Due
Summary of Weakness	Recommendation	Management Response/Action Details	Status Update Comments
The Homelessness and Rough Sleeping Strategy 2020-2025 had not been formally published on the Council's website in its final version and the current draft did not have a version control log or a record of responsible officers for actions detailed in the action plan.	We recommend that the Homelessness and Rough Sleeper Strategy 2020-25 is updated to include a version control log and that the action plan within is updated to include the responsible officers for each action. The final version should then be made available on the Council's website in accordance with the Homelessness Act 2002.	A version control log will be added to the Strategy.  Responsible officers will be assigned to the actions in the action plan further to the start -up of the Homelessness & Rough Sleeper Strategy Working Group.  Housing to liaise with the Communications Team around the final version being published on the website.	Policy currently being updated by officers.

Job Name	Officers Expenses & Allowances 2022-23	Original Action Date	01/04/2023
Risk Rating	Low Risk	Revised Action Date	31/10/2024
Recommendation Number	1	Recommendation Status	Delayed Future Action
Summary of Weakness	Recommendation	Management Response/Action Details	Status Update Comments
The Expenses Policy was considered to be out-of-date, and no longer provided a comprehensive guide for claiming expenses.	We recommend that the Expenses Policy should be reviewed and updated, to ensure it includes: <ul style="list-style-type: none"> <li>The Councils policy on using environmentally friendly modes of transports.</li> <li>Guidance for claiming expenses for staff using electric vehicles.</li> <li>Clarification of where to find mileage rates payable.</li> <li>Payment of expenses to volunteer staff.</li> </ul> Also, the Pay Policy Statement should clearly define what mileage rates are payable for employees using electric vehicles.	Policy to be reviewed as recommended.	The Expenses Policy has been reviewed to consider introducing allowances different modes of transport using HMRC rates. This is subject to consideration by Leadership Team.

## South Derbyshire District Council – Audit Progress Report

Job Name	Rent Accounting 2021-22	Original Action Date	31/03/2023
Risk Rating	Low Risk	Revised Action Date	31/12/2024
Recommendation Number	3	Recommendation Status	Delayed Future Action
Summary of Weakness	Recommendation	Management Response/Action Details	Status Update Comments
The Council did not have a Rent Setting Policy in place.	We recommend that a Rent Setting Policy is established to ensure that rent is set with due consideration to the relevant legislation.	A rent policy will be compiled and reviewed in line with the Rent Standard 2020. Consultation and Member input will be required therefore a longer time frame to implement. The Head of Housing and the Head of Finance will be responsible for implementing this recommendation.	External expert being sought to assist with the preparation of a Rent Setting Policy.

Job Name	Rent Accounting 2021-22	Original Action Date	31/03/2023
Risk Rating	Low Risk	Revised Action Date	31/12/2024
Recommendation Number	5	Recommendation Status	Delayed Future Action
Summary of Weakness	Recommendation	Management Response/Action Details	Status Update Comments
The Council did not have a Service Charges Policy in place.	We recommend that a Service Charges Policy is established. In producing this policy, careful consideration should be given to the equitability of the approach, and how it might best align with the financial risks facing the Council.	A service charge policy will be compiled and reviewed in line with the Rent Standard 2020. Consultation and Member input will be required therefore a longer time frame to implement. The Head of Housing and the Head of Finance will be responsible for implementing this recommendation.	Initial review of possible items that are eligible for service charges complete. Further legal advice required as to the nature of any policy around service charges.

Job Name	Rosliston Forestry Centre 2022-23	Original Action Date	01/04/2023
Risk Rating	Low Risk	Revised Action Date	30/06/2024
Recommendation Number	3	Recommendation Status	Delayed Future Action
Summary of Weakness	Recommendation	Management Response/Action Details	Status Update Comments
The lodge booking system was not intuitive, did not make costs clear and relied on manual intervention to collect payment.	We recommend that alternative booking systems are explored and considered by management to provide a better booking experience for the customer. Ideally, any such system should clearly identify the availability of lodges by date and should secure payment at the point of booking. Alternatively, the use of third-party sites to manage bookings on the Council's behalf should also be considered and evaluated in a cost-benefit analysis.	The Council are looking at new booking systems.	A new lease has been agreed with Forestry England for 30 years. A 'Revitalising Rosliston' consultation has started which will help create the future vision for the site and identify where investment is best placed.

## South Derbyshire District Council – Audit Progress Report

Job Name	Grounds Maintenance 2019-20	Original Action Date	01/10/2021
Risk Rating	Low Risk	Revised Action Date	31/10/2025
Recommendation Number	2	Recommendation Status	Delayed Future Action
Summary of Weakness	Recommendation	Management Response/Action Details	Status Update Comments
The specification and associated bills of quantities were out-of-date, having not been updated since 2011.	We recommend that resources should be identified to review and update the specification and associated bills of quantity to reflect the current situation, to ensure better clarity over the areas covered within the 'contract' and the detailed requirements.	Previous detailed specification to be reviewed for Housing land and Cultural and Community Service land. Timing will depend on when restructures are in place. Officers with operational responsibility are the Parks and Green Space Manager and the Housing Improvement and Asset Manager.	Permission has been granted by Council for the procurement of a grounds maintenance management IT system. This system will form part of a broader digitisation program for Operational Services with the introduction of a waste collection and trade waste IT systems during 24/25 and the street cleansing and grounds maintenance IT systems commencing from April 2025. The bills of quantities information/data that was available already was transferred to the Operational Services GIS system during 2023. For the commissioning of the new IT system, the grounds paper based processes will be migrated into a digitised system. This will create a revised specification, schedule of frequencies and bills of quantities for the grounds service, work will begin on the transfer to a digitised systems during the end of 2024.

## South Derbyshire District Council – Audit Progress Report

Job Name	Income Streams	Original Action Date	28/02/2023
Risk Rating	Low Risk	Revised Action Date	29/02/2024
Recommendation Number	3	Recommendation Status	Delayed Action Due
Summary of Weakness	Recommendation	Management Response/Action Details	Status Update Comments
There had been no use of the guest bedrooms located at the Council's supported housing sites for several years, but the charge continued to remain within the approved Fees and Charges schedule.	We recommend that management consider a review of the use of the guest bedrooms located at the Council's supported housing sites in order to determine whether these facilities can be put to an alternative use which can be of some benefit to the residents and the Council.	Review of the use of the rooms to consider alternative use.	The Housing Accountant has been emailed to enquire. Please note we don't currently utilise the guest bedroom and haven't for many years.

## South Derbyshire District Council – Audit Progress Report

### Previously Reported Recommendations Now Risk Accepted

Management has decided that the following recommendation is no longer going to be implemented and the risks associated with this weakness in control are to be accepted

Job Name	Housing IT System Upgrades	Original Action Date	01/06/2023
Risk Rating	Low Risk	Revised Action Date	
Recommendation Number	2	Recommendation Status	Risk Accepted
Summary of Weakness	Recommendation	Management Response/Action Details	Status Update Comments
The Council was not utilising the audit trails present in the Lifespan Housing application for troubleshooting or tracking down possible breaches or misuse of the system.	We recommend that management defines, documents and implements a formal procedure for reviewing the audit trails present in the Lifespan application, to support troubleshooting and to identify possible signs of system breaches and misuse.	This seems like a feature you can turn on with the system. My advice would be to turn it on and reduce the risk. Agreed. Will be pursued with supplier.	Request to risk accept due to lack of usable audit trail facility