



central midlands audit partnership

South Derbyshire District Council – Audit Progress Report

Audit Sub-Committee: 6th March 2024



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Our Vision

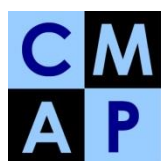
To bring about improvements in the control, governance and risk management arrangements of our Partners by providing cost effective, high quality internal audit services.

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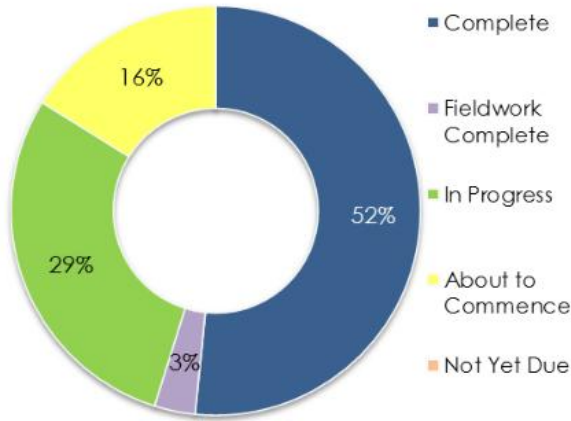


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Providing Excellent Audit Services in the Public Sector

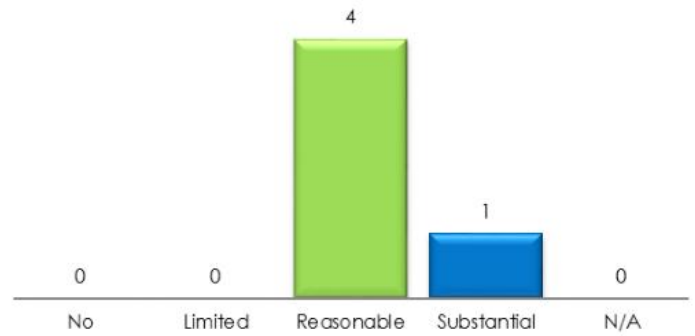
AUDIT DASHBOARD

Plan Progress



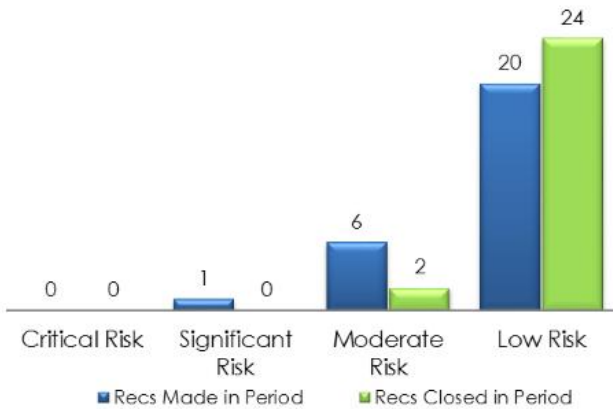
Jobs Completed in Period

Control Assurance Ratings During Period



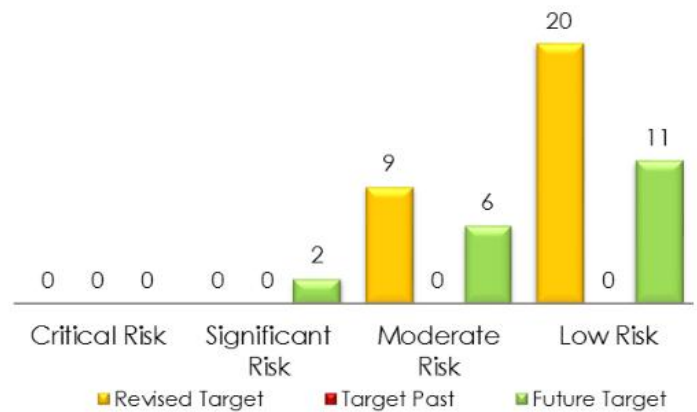
Recommendations

Movement During Period



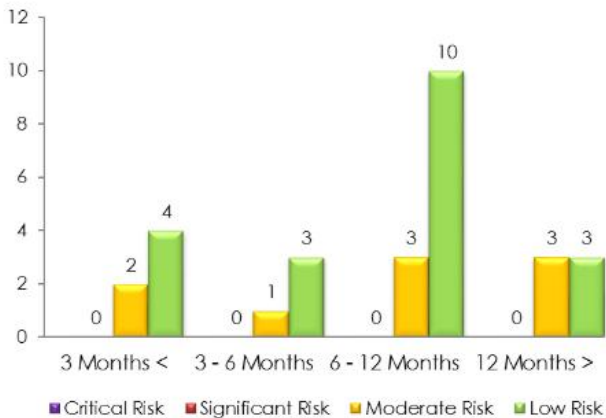
Recommendations

Recommendations Currently Open



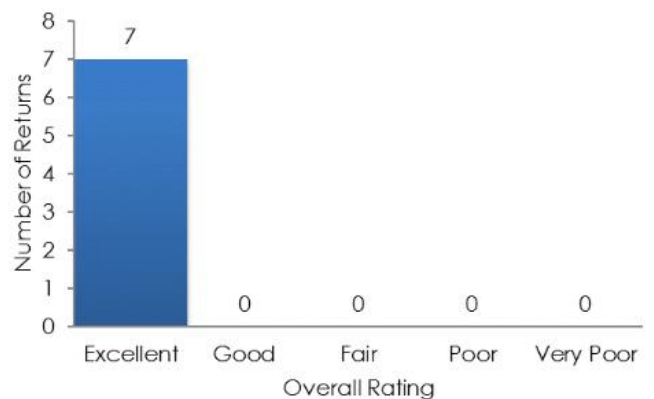
Recommendations

Overdue Recommendations



Customer Satisfaction

Returns Between Jan 23 & Jan 24



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AUDIT PLAN

Progress on Audit Assignments

The following tables provide Audit Sub-Committee with information on how audit assignments were progressing as at 31st January 2024.

2023-24 Assignments	Status	% Complete	Assurance Rating
Leisure Centre Management - Tender 2023-24	In Progress	65%	
Bank House-Sabines Yard Project	Draft Report	95%	
Grant Certification 2023-24	In Progress	75%	
Revenues Systems 2023-24	In Progress	70%	
Housing Benefit & Council Tax Support 2023-24	In Progress	70%	
IT Key Controls 2023-24	Final Report	100%	Reasonable
Health & Safety 2023-24	Allocated	10%	
Trade Waste (Route Optimisation)	Allocated	10%	
Fleet Management 2023-24	Allocated		
Planning & Building Control Fees 2023-24	Allocated	10%	
Section 106 Agreements 2023-24	Final Report	100%	Substantial
Climate Change 2023-24	Allocated		
Warden Controlled Services 2023-24	In Progress	75%	
Rosliston Forestry Centre	Deferred		
Housing Repairs (2023-24	In Progress	75%	
Housing Safety Inspections 2023-24	In Progress	65%	
Improvement Grants 2023-24	In Progress	25%	
Rent Accounting 2023-24	Final Report	100%	Reasonable
Right To Buy - Follow-Up	Final Report	100%	Reasonable
Visitor Centre	In Progress	40%	
B/Fwd Assignments	Status	% Complete	Assurance Rating
Procurement 2022-23	Final Report	100%	Limited
Safeguarding 2022-23	Final Report	100%	Substantial
Capital Programme 2022-23	Final Report	100%	Substantial
Revenues Systems 2022-23	Final Report	100%	Substantial
Mobile Device Management	Final Report	100%	Reasonable
Data Quality & Performance Management 22-23	Final Report	100%	Reasonable
Street Cleansing 2022-23	Final Report	100%	Substantial
Development Management 2022-23	Final Report	100%	Substantial
Parks & Open Spaces 2022-23	Final Report	100%	Reasonable
Sheltered Housing - Careline 2022-23	Final Report	100%	N/A
Land Charges 2022-23	Final Report	100%	Reasonable
Organisational Culture & Ethics 2022-23	Final Report	100%	Reasonable

Plan Delays

We have struggled to progress a number of audit assignments for a variety of reasons. As part of the escalation process, these matters have been initially raised with Strategic Director, Corporate Resources (\$151 Officer) and subsequently with the Council's Leadership Team. Agreement has been reached on a way forward with each audit assignment.

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Plan Changes

It has been agreed with Leadership Team that the Fleet Management audit will be delayed until the next Audit Plan year and the proposed audit of Debit/Credit Cards from the 2024-25 Audit Plan be brought forward.

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AUDIT COVERAGE

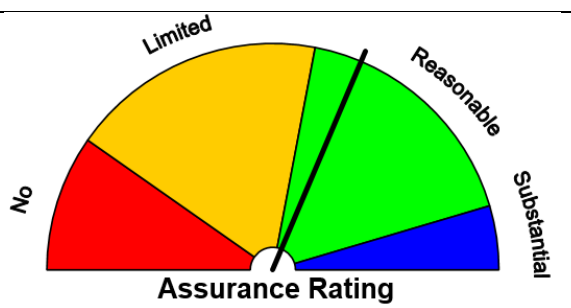
Completed Audit Assignments

Between 17th November 2023 and 9th February 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	
Land Charges 2022-23	Reasonable			3	4	57%
Development Management 2022-23	Substantial				5	40%
Rent Accounting 2023-24	Reasonable			2		0%
Right To Buy - Follow-Up	Reasonable		1		3	50%
IT Key Controls 2023-24	Reasonable			1	8	78%

Control Objectives Examined	Controls Evaluated	Adequate Controls	Partial Controls	Weak Controls
Applications for searches have been recorded and the correct fees charged, receipted and banked in full.	7	3	0	4
Records held within the Land Charges system are complete and accurate.	8	6	1	1
The performance of the service is robustly monitored	5	1	0	4
TOTALS	20	10	1	9

Summary of Weakness	Risk Rating	Agreed Action Date
Procedural guidance for carrying out searches and for the maintenance of the Land Charges Register had not been prepared.	Low Risk	Implemented
Search results were not checked for accuracy and completeness, or correct fee, by a second officer prior to being sent to the customer.	Low Risk	Risk Accepted
Invoices from the County Council for CON29 questionnaires were not checked to ensure they agreed with the number of completed questionnaires received.	Low Risk	Implemented
There was no reconciliation between income due per the Land Charges system and income received in the bank.	Low Risk	Implemented
Some historic data in the Land Charges register is not accurately spatially mapped	Moderate Risk	31/12/2024 Future Action
There was no current signed Service Level Agreement in place with Lichfield District Council.	Moderate Risk	30/11/2023 Being Implemented 31/01/2024
There was no regular monitoring of the Land Charges service provided by Lichfield District Council.	Moderate Risk	31/12/2024 Future Action



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Development Management 2022-23					
Control Objectives Examined	Controls Evaluated	Adequate Controls	Partial Controls	Weak Controls	No
Planning applications are processed appropriately within prescribed timescales, and decisions are supported by evidence and made in accordance with delegated responsibilities.	15	15	0	0	0
Previous recommendations from the 2018/19 audit report concerning Development Management, dated November 2019, have been acted upon and are becoming embedded.	5	0	2	3	0
TOTALS	20	15	2	3	0
Summary of Weakness		Risk Rating	Agreed Action Date		
The recommendation to record the reasons for granting extensions to planning deadlines had previously been implemented but due to staffing changes and workload pressures, this was no longer being used in practice.		Low Risk	01/12/2023 Implemented		
The recommendation made to address the control weakness regarding, responses to consultations and notifications not always being effectively recorded in the planning software, had not been progressed.		Low Risk	31/03/2024 Future Action		
Email requests for information by Councillors were being accepted despite a preferred facility to properly record such requests, being available for use within the planning system.		Low Risk	31/12/2023 Implemented		
A proposed review to explore the ability of the planning system to automatically populate the chargeable field to calculate planning fees had not been completed.		Low Risk	31/12/2023 Being Implemented 30/04/2024		
Regular checks and/or reconciliations between the income recorded on the planning system and Agresso (the finance system) were not being completed as reported to Internal Audit in October 2020.		Low Risk	31/03/2024 Future Action		

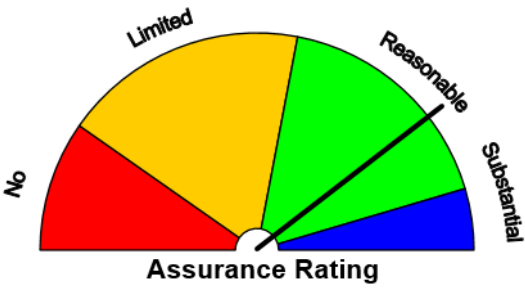
Rent Accounting 2023-24					
Control Objectives Examined	Controls Evaluated	Adequate Controls	Partial Controls	Weak Controls	No
The process for inputting information into the rent system is robust and accurate with the necessary checks in place.	5	4	1	0	0

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Tenants are charged at the correct rental rates from the correct dates.	6	4	2	0
Rent receipts are accurately and completely transferred to the rents system and allocated to the correct tenant accounts.	7	5	2	0
TOTALS	18	13	5	0
Summary of Weakness		Risk Rating	Agreed Action Date	
The rent increase spreadsheet was not annotated by the officer conducting the calculations or authorised by a reviewing officer to verify the validation process. Subsequently, incorrect rents had been charged for 80 properties over a six-month period in 2022.		Moderate Risk	31/03/2024 Future Action	
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.		Moderate Risk	31/03/2024 Future Action	

<h3>Right To Buy - Follow-Up</h3>	<p>Assurance Rating</p>			
Control Objectives Examined	Controls Evaluated	Adequate Controls	Partial Controls	Weak Controls
Actions taken by the Council, following the 2019-20 Council House Sales: Right To Buy audit, have adequately addressed the weaknesses in control, with systems becoming embedded into standard practices, to mitigate the potential risks.	7	1	5	1
TOTALS	7	1	5	1
Summary of Weakness		Risk Rating	Agreed Action Date	
Procedural guidance for the Right To Buy process was not fully aligned with government guidance and the eligibility assessment was not subject to check and authorisation.		Low Risk	31/03/2024 Future Action	
Section 125 offer notices issued by the Council did not include all the required information.		Low Risk	Implemented	
The Council's Right To Buy procedures did not prompt adequate eligibility checks and there was insufficient consideration of the potential for Right To Buy fraud.		Significant Risk	31/03/2024 Future Action	
The template cost floor calculation contained an error.		Low Risk	31/01/2024 Implemented	

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IT Key Controls 2022-23	 <p style="text-align: center;">Assurance Rating</p>			
Control Objectives Examined	Controls Evaluated	Adequate Controls	Partial Controls	Weak Controls
Ensure the security configuration, maintenance, and administration of the Council's cloud-hosted email system (Exchange Online) aligns with recognised best practices, with a specific focus on data protection, mail encryption, anti-phishing and anti-spoofing.	45	33	0	12
TOTALS	45	33	0	12
Summary of Weakness		Risk Rating	Agreed Action Date	
The National Cyber Security Centres (NCSC) Mailcheck assessment tool identified some DMARC, SPF and MTA-STS settings that did not align with cyber security best practices.		Low Risk	12/03/2024 Future Action	
The Inbox folder had been shared with the 'Default' security principle (everyone in the Council) on a number of sensitive shared mailboxes, breaching data protection principles.		Low Risk	Implemented	
Full access permissions to shared mailboxes was not always being revoked when users transferred to different departments within the Council. This had left the Ctax.NNDR@southderbyshire.gov.uk shared mailbox vulnerable to unauthorised access.		Moderate Risk	Implemented	
The Council had not performed a phishing exercise (test) to assess the effectiveness of their cyber security awareness training since January 2022.		Low Risk	Implemented	
Not all members granted the Organisation Management role in the Council's Exchange Online system could be justified. Specifically, permissions had not been removed (or reduced) for a former member of the service desk team when they had changed roles within the Council.		Low Risk	Implemented	
Access to the Microsoft admin portals (including Exchange Admin Centre), did not verify device security compliance via conditional access policies. Furthermore, MFA related conditional access policies were currently only in a 'report-only' mode, and not fully enabled.		Low Risk	19/02/2024 Future Action	
The Council was not proactively monitoring for compliance with the key rules of the email section of the Information Security & Acceptable Use Policy, and data analytics identified possible breaches of the policy requirements around mailbox records management.		Low Risk	Implemented	
Leaver's mailboxes were not being deleted from the system after the 90-day retention period, and confirmed leavers still had active accounts that could be used to access the Council's sensitive information assets, including user mailboxes and shared mailboxes.		Low Risk	Implemented	
The Council had only implemented 3 of the 8 Exchange Online recommendations tested for in the Microsoft Secure Score analysis tool.		Low Risk	Implemented	

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RECOMMENDATION TRACKING

Final Report Date	Audit Assignments with Open Recommendations	Assurance Rating	Recommendations Open		
			Action Due	Being Implemented	Future Action
09-Feb-24	IT Key Controls 2023-24	Reasonable			2
19-Dec-23	Right To Buy - Follow-Up	Reasonable			2
14-Dec-23	Rent Accounting 2023-24	Reasonable			2
17-Aug-23	Street Cleansing 2022-23	Substantial		1	2
23-Aug-23	Procurement 2022-23	Limited		1	1
02-Aug-23	Organisational Culture & Ethics 2022-23	Reasonable		2	
18-Aug-23	Revenue Systems 2022-23	Substantial		1	
05-May-23	Safeguarding 2022-23	Substantial		1	
22-Nov-23	Land Charges 2022-23	Reasonable		1	2
22-Nov-23	Development Management 2022-23	Substantial		1	2
14-Aug-23	Parks & Open Spaces 2022-23	Reasonable		1	5
31-Oct-22	Rosliston Forestry Centre 2022-23	Reasonable		3	
28-Feb-23	Records Management 2022-23	Reasonable		1	
02-Aug-23	Mobile Device Management	Reasonable		1	
24-Oct-22	Officers Expenses & Allowances 2022-23	Reasonable		2	
02-Aug-22	Income Streams	Reasonable		3	
22-Aug-22	Homelessness 2021-22	Substantial		1	
23-Feb-22	Climate Change	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		2	
		TOTALS		29	19

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

Being Implemented = The original action date has now passed and the agreed actions have yet to be completed. Internal Audit has obtained status update comments from the responsible officer and a revised action date.

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			Being Implemented		
	Significant Risk	Moderate Risk	Low Risk	Significant Risk	Moderate Risk	Low Risk
Street Cleansing 2022-23						1
Procurement 2022-23					1	
Organisational Culture & Ethics 2022-23					1	1
Revenue Systems 2022-23						1
Safeguarding 2022-23						1
Land Charges 2022-23					1	
Development Management 2022-23						1
Parks & Open Spaces 2022-23						1
Rosliston Forestry Centre 2022-23					1	2
Records Management 2022-23						1
Mobile Device Management						1
Officers Expenses & Allowances 2022-23					1	1
Income Streams						3
Homelessness 2021-22						1
Climate Change						1
Rent Accounting 2021-22					1	2

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Electoral Services 2020-21					1	
Housing Repairs 2020-21					1	
Bereavement Services 2019-20					1	
Grounds Maintenance 2019-20						2
TOTALS					9	20

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HIGHLIGHTED RECOMMENDATIONS

Being Implemented – Significant or Moderate Risk Recommendations

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

Bereavement Services 2019-20	Rec No. 2
Summary of Weakness / Recommendation	Risk Rating
<p>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.</p> <p>We recommend that the Council pursues one of the following actions:</p> <ul style="list-style-type: none"> • A corporate contract may be required for the area of spend and as such a formal tender exercise should be undertaken. • Engage the Council's DSO to provide the service at the rural cemeteries as well as the urban cemeteries. • The area of spend may be relevant to an existing or new framework agreement/contract which should be used to formalise the process. • If no competitive market is available this should be demonstrated and a formal exemption from the Contract Procedure Rule should be put in place. 	Moderate Risk
Management Response/Action Details	Action Date
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.	01/01/2021
Status Update Comments	Revised Date
Our in-house operational services will take on grave digging in the rural areas to cover this.	01/06/2024
	Future Action

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Housing Repairs 2020-21	Rec No. 3
Summary of Weakness / Recommendation	Risk Rating
<p>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> <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"> • 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. • The possibility of sending job tickets directly from Orchard to operative's smartphones (or scanning and emailing them) is investigated. • 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. • Training requirements for operatives are considered to allow implementation of the above and further training be undertaken, where required. 	<p>Moderate Risk</p>
Management Response/Action Details	Action Date
<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>	<p>01/10/2021</p>
Status Update Comments	Revised Date
<p>MRI/Accuserve implementation in progress. The kick off meeting is 24th July for Phase one which includes the Repairs Module.</p>	<p>31/03/2024 Future Action</p>

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Rent Accounting 2021-22	Rec No. 7
Summary of Weakness / Recommendation	Risk Rating
<p>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.</p> <p>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>	Moderate Risk
Management Response/Action Details	Action Date
<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"> • 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. • 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. • The Former Tenant Arrears Officer and the Tenancy Services Manager will have operational responsibility for implementing this recommendation. 	31/03/2022
Status Update Comments	Revised Date
<p>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.</p>	31/12/2024 Future Action

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Electoral Services 2020-21	Rec No. 4
Summary of Weakness / Recommendation	Risk Rating
<p>There was no current contract in place for the provision of election printing services.</p> <p>We recommend that the Council pursues one of the following actions:</p> <ul style="list-style-type: none"> • A corporate contract may be required for the area of spend and as such a formal procurement exercise should be undertaken. • The area of spend may be relevant to an existing or new framework agreement/contract which should be used to formalise the process. • 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. 	Moderate Risk
Management Response/Action Details	Action Date
<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>	31/03/2023
Status Update Comments	Revised Date
<p>This matter is currently with NHS Chesterfield to make a direct award from a framework</p>	31/03/2024
	Future Action

Officers Expenses & Allowances 2022-23	Rec No. 2
Summary of Weakness / Recommendation	Risk Rating
<p>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.</p> <p>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.)</p>	Moderate Risk
Management Response/Action Details	Action Date
<p>An options appraisal will be undertaken as part of the Council's recruitment and retention package.</p>	31/07/2023
Status Update Comments	Revised Date
<p>Work has commenced to consider options to reimburse officers using different modes of transport other than petrol/diesel cars. This will be subject to formal consultation. Once completed, and if approved, will be included in the Expenses Policy.</p>	31/03/2024
	Future Action

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Rosliston Forestry Centre 2022-23	Rec No. 2
Summary of Weakness / Recommendation	Risk Rating
<p>Some of the pathways through the forest were in poor condition and no longer accessible to members of the public with disabilities. Ongoing talks with Forestry England regarding the lease agreement was delaying any repair works, causing them to increase in cost.</p> <p>We recommend that the Council, in conjunction with Forestry England, negotiate a lease agreement that clearly outlines the Council's responsibilities within the Forestry Centre. Should the maintenance of pathways fall with the Council, they should then look at repairing these pathways or altering the visitor map to make people aware that they are no longer entirely accessible.</p>	Moderate Risk
Management Response/Action Details	Action Date
To be considered as part of the lease renewal. Possible funding opportunities via the National Forest.	01/06/2023
Status Update Comments	Revised Date
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.	30/06/2024 Future Action

Procurement 2022-23	Rec No. 2
Summary of Weakness / Recommendation	Risk Rating
<p>10 of the 11 key performance indicators documented in the contract were no longer being monitored, with no information being supplied from the Procurement Service Provider.</p> <p>We recommend in accordance with the contract, information for all 11 key performance indicators should be provided to the Council by the Procurement Service Provider and then verified to enable effective monitoring. This will ensure compliance with the contract and enable the Council to identify any issues with performance in a timely manner in order for appropriate action(s) to be taken.</p>	Moderate Risk
Management Response/Action Details	Action Date
The agenda for the recently timetabled quarterly review meeting will include a KPI report to be reviewed as part of the meeting. Any issues of under-performance or non-compliance will be addressed in line with the contract.	01/10/2023
Status Update Comments	Revised Date
KPIs to be reviewed at the next six monthly meeting.	01/03/2024 Future Action

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Organisational Culture & Ethics 2022-23	Rec No. 1
Summary of Weakness / Recommendation	Risk Rating
<p>The Council had not undertaken a staff survey, which was specifically geared towards the Council's culture, ethics and values.</p> <p>We recommend that the Council undertake an employee survey aimed at assessing officer opinions on the Council's culture, ethics and values. The results of the survey should then be used to make improvements, where necessary, for any common themes or patterns resulting from the data.</p>	Moderate Risk
Management Response/Action Details	Action Date
Plans are underway to deliver the Employee Survey in Autumn 2023	30/11/2023
Status Update Comments	Revised Date
The employee survey is being completed from 13 th November – 22 nd December 2023. The results are scheduled to be published by 29 th March 2024.	29/03/2024
	Future Action

Land Charges 2022-23	Rec No. 6
Summary of Weakness / Recommendation	Risk Rating
<p>There was no current signed agreement in place with Lichfield District Council for the provision of a Land Charges service.</p> <p>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.</p>	Moderate Risk
Management Response/Action Details	Action Date
The agreement was with the service provider for approval. A recent signed copy has been received for completion.	30/11/2023
Status Update Comments	Revised Date
The agreement is still with Lichfield District Council, completion of this is being chased.	31/01/2024
	Action Due

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Being Implemented - Low Risk Recommendations Over 12 Months

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.

Homelessness 2021-22	Rec. No. 1
Summary of Weakness / Recommendation	Risk Rating
<p>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.</p> <p>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.</p>	Low Risk
Management Response/Action Details	Action Date
<p>A version control log will be added to the Strategy.</p> <p>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.</p> <p>Housing to liaise with the Communications Team around the final version being published on the website.</p>	31/12/2022
Status Update Comments	Revised Date
Policy currently being updated by officers.	20/10/2023
	Action Due

Grounds Maintenance 2019-20	Rec. No. 2
Summary of Weakness / Recommendation	Risk Rating
<p>The specification and associated bills of quantities were out-of-date, having not been updated since 2011.</p> <p>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.</p>	Low Risk
Management Response/Action Details	Action Date
<p>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.</p>	01/10/2021
Status Update Comments	Revised Date
<p>Information/data that was available to transfer from the existing specification and Bill of Quantities has been added to the Operational Services GIS system. This data will need to be fully reviewed in conjunction with the clients and any missing data added. This work will require substantial time resources and will need to be scheduled after significant projects such as implementation of a new waste management system, route optimisation and the hydrogen hybrid trial, within Operational Services have been completed.</p>	31/10/2024
	Future Action

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Climate Change	Rec. No. 2
Summary of Weakness / Recommendation	Risk Rating
<p>There was a low uptake of Climate and Environment training for Councillors, and we were unable to establish whether there was a lead Council Member for Climate and Environment.</p> <p>We recommend that Councillors are encouraged to attend Climate and Environment training, as is required for all Council officers. Additionally, we recommend that consideration should be given to identifying a lead Council Member for Climate and Environment.</p>	<p>Low Risk</p>
Management Response/Action Details	Action Date
<p>We delivered on-line climate training for members in early 2021, although no record of the number of attendees was taken. We propose to offer further member training following the publication of the second iteration of our Climate and Environment Action Plan in summer 2022. Attendance will be encouraged but not mandated.</p> <p>Councillor Taylor (as Chair of the Environment & Development Services Committee) is currently appointed as Champion for Environment, Waste & Recycling. This appointment is considered to cover the climate change agenda.</p>	<p>01/09/2022</p>
Status Update Comments	Revised Date
<p>Training is being developed by the Climate and Environment Officer, to be delivered 29th March 2024.</p>	<p>31/03/2024 Future Action</p>