

**EXETER CITY COUNCIL  
AUDIT AND GOVERNANCE COMMITTEE**

**Internal Audit Summary of Work Completed 01 April to 30 Jun 2017**

Please note that this is a summary of recommendations only, as to include all recommendations made from each audit report in detail would result in a lengthy document. Members may request a full copy of any report once finalised or alternatively meet with the Audit Manager to discuss specific audits further.

Audit Area	Summary
<p><b>Council Tax 2016/17</b></p> <p>Assurance rating: Good ★★★★</p>	<p>Council tax is the system of local taxation used to part fund the services provided by local government. It was introduced in 1993 by the Local Government Finance Act 1992. Each residential property is allocated one of eight bands (A-H) on the basis of its assumed capital value. Each local authority sets a tax rate expressed as the annual levy on a band D property inhabited by two liable adults. This decision automatically sets the amounts levied on all types of households and dwellings.</p> <p>The objectives of the audit were to test that adequate controls are in place and working effectively within the council tax system. Only tests rated as 'high' or 'medium' risk were tested in this audit as tests rated as 'low' are only tested every 4 years in accordance with the audit rolling plan.</p> <p>Remedial actions were agreed in respect of 5 medium risk and 5 low risk findings.</p>
<p><b>Housing Advice and Allocations Social Housing Allocations 2016/17</b></p> <p>Assurance rating: Some Improvement required ★★★</p>	<p>Devon Home Choice is a choice based letting scheme that covers the whole of Devon. It is a partnership between the ten Devon local authorities and housing associations working in Devon. All applicants are assessed in the same way, using the rules set out in the Devon Home Choice policy to ensure fairness and consistency.</p> <p>The overall objective of this audit was to review the adequacy and effectiveness of the system of internal controls designed to manage and mitigate financial and non-financial risks relating to social housing allocations.</p> <p>Remedial actions were agreed in respect of 10 medium risk and 2 low risk findings.</p>
<p><b>Corporate Governance 2016/17</b></p> <p>Assurance rating: Some Improvement required ★★★</p>	<p>Good governance is about ensuring the entire organisation is aligned to achieving its strategic goals, effectively and ethically. The council must ensure that its governance framework is fit for purpose and limited resources are focused on areas of greatest risk.</p> <p>The objectives of the audit were to:</p> <ul style="list-style-type: none"> <li>• ensure that the requirements of good governance are reflected in the Council's local Code of Corporate Governance</li> <li>• consider the extent to which the authority complies with the principles and elements of good governance set out in the framework</li> <li>• identify systems, processes and documentation that provide evidence of compliance</li> </ul>

	<ul style="list-style-type: none"> <li>• identify the individuals and committees responsible for monitoring and reviewing the systems, processes and documentation identified</li> <li>• identify any issues that have not been addressed</li> </ul> <p>Remedial actions were agreed in respect of 1 high risk, 7 medium risk and 1 low risk findings.</p> <p>The high risk finding related to the fact that the Council did not have in place a partnership protocol, which could leave the Council vulnerable if partnerships are set up incorrectly or inappropriately. Since the audit a partnership protocol has been approved by SMB on the 2.05.2017.</p>
<p><b>Safeguarding 2016/17</b></p> <p>Assurance rating: Some Improvement required ★★★</p>	<p>Safeguarding is work to protect people's health and wellbeing, enabling them to live free from harm, abuse and neglect. Specifically the council's responsibilities are in relation to children, young people and adults with care and support needs.</p> <p>The overall objective of this audit was to review the adequacy and effectiveness of the system of internal controls and procedures undertaken by the Council for the safeguarding of children and vulnerable adults by checking compliance with s.11 of the Children's Act 2004 and other legislation.</p> <p>Remedial actions were agreed in respect of 8 medium and 1 low risk findings.</p>
<p><b>Waterways 2016/17</b></p> <p>Assurance rating: Good ★★★★</p>	<p>Exeter City Council is the harbour authority for the Port of Exeter, including the Exeter ship canal and the Exe Estuary. The Canal Basin provides boating facilities in water and on quay berths for lay-up and repairs. The Turf Basin has pontoons for summer visitors and year round lay ups.</p> <p>The Council maintains the port to enable access and berthing by a wide range of vessels and also co-ordinate appropriate recreational use and events on the canal and river, bearing in mind the area's importance for wildlife.</p> <p>The objective of this audit is to undertake an overview of how the Waterways control the use of the canal by vessels and what controls they have in place to ensure that the vessel owners are suitably invoiced for the use of the facilities.</p> <p>Remedial actions were agreed in respect of 3 medium and 8 low risk findings.</p>
<p><b>Corporate Property Assets 2016/17</b></p> <p>Assurance rating: Good ★★★★</p>	<p>The Estates Services Team is part of the Corporate Property Unit and are responsible for the management of the Council's commercial and industrial property portfolio and a number of City Centre ground leases. The Property Records part of the team hold the lease information and deeds of the Council's property ownership.</p> <p>The overall objective of this audit was to review the adequacy and effectiveness of the system of internal controls designed to manage and mitigate financial and non-financial risks relating to the rent review of the commercial leases under the control of the Council.</p> <p>Remedial actions were agreed in respect of 3 medium and 2 low risk findings.</p>

**Car Parks 2017/18**

Assurance rating:

Good

★★★★

The City Council operate 26 car parks which provides more than 4,300 parking spaces for the needs of shoppers, residents, visitors and people who work in the City.

At the request of the Community Safety & Enforcement Service Manager, the main objective of this audit is to comment upon the adequacy and effectiveness of the back up plans that the Car Park team have in place should there be a barrier failure at one of the Pay on Foot car parks to include the:

- documents issued in the event of a failure
- ability to reconcile the expected to actual income.

Consideration has also be given to how best to police the actual period of parking.

In the last audit report, it was noted that a number of staff/external organisations have access to the subsidized staff car park that did not qualify in accordance with the Council's procedures. This audit has sample tested a number of users of the car park to check that controls are now in place and working to ensure compliance. A current list of staff/agency workers/organisations with access to the car park has also been reviewed against their application forms.

Remedial actions were agreed in respect of 1 medium and 5 low risk findings.