

**EXETER CITY COUNCIL  
AUDIT AND GOVERNANCE COMMITTEE**

**PROGRESS OF 2021/22 AUDIT PLAN TO DATE**

Please note that this is a summary of remedial action agreed, as to include all actions agreed 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 Review	Report Status	Overall Opinion	Direction of travel since last audit	No. of Findings & Remedial Action Agreed (High Risk only)	Summary (where completed within this quarter)
Main Accounting	Deferred to 2022/23				To be deferred to 2022-23 due to the delay in implementing the upgrade to the accounting system.
Income Management					
Creditors	In progress				
VAT					
Insurance	Final	Substantial Assurance	N/A	4 Medium 3 Low	<p>The Council's current insurance provider is Zurich Municipal (total contract value £876,800) and was due to be re-tendered with effect from April 2021. However, a procurement exemption until the end of 31 March 2022 was authorised. This was due to uncertainty in the insurance market due to the effects of Covid-19 and a potential opportunity to work collaboratively with neighbouring Councils in procuring an insurance provider from April 2022.</p> <p>It was subsequently not feasible to work with the other councils as it was not possible to synchronise ECC's re-tender plans as the other Councils had extended their contracts for a further year, which ECC were unable to do. The Council have therefore started their own tendering process with the intention of having a contract in place with the selected Insurance Company from 1 April 2022.</p> <p>The scope of the audit included a review of the following:</p> <ul style="list-style-type: none"> <li>• Controls in place to ensure that assets, risks and liabilities are adequately insured</li> <li>• Processes to ensure that third parties provide adequate insurance where required</li> <li>• Recharge of premiums where the Council pays the premium on behalf of a third party</li> <li>• Management and monitoring of claims</li> </ul>

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					<ul style="list-style-type: none"> <li>• Action take to identify and rectify problems for re-occurring patterns of claims</li> <li>• Contract tendering</li> </ul> <p>Remedial action was agreed with management for all issues arising.</p>
People Management					
Members Expenses	Final	Substantial Assurance	N/A	None	Reported Quarter 1.
Health & Safety					
Private Sector Landlord Services					
Sport England					
Events, Arts & Culture	Deferred to 2022-23				As a result of the pandemic the number of events planned for this financial year is limited. This audit has therefore been deferred to 2022-23.
Fleet Management	In progress				
Car Parks	Final	Substantial Assurance	N/A	3 Low	<p>The Council allows individuals or businesses to purchase permits to park in the councils' car parks or to lease parking bays. There are different terms and conditions, depending upon the type of permit required;</p> <p>Season Tickets - are purchased on-line for periods of 1 to 12 months. The permit is issued in the name of the individual/business and can only be used in a nominated car park. Parking is on a space available basis and a parking space is not guaranteed.</p> <p>Residential permits - There are a small number of properties which are entitled to apply for a reduced rate parking permit that allows the holder to park in a nominated car park.</p> <p>Ad-hoc permits - are normally requested by event organisers or contractors. The location and duration are tailored to the requesters requirements, unless a concession has been agreed, the cost will be as per the standard daily rate for the car park in question.</p>

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					<p>Parking bays – there are a number of parking bays throughout the City which are leased out to businesses on behalf of the Car Parks Service Area by the Corporate Property Asset Team.</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 issuing of parking permits and the collection of income for the leased parking bays.</p>
Leisure Facilities					
NDR	In progress				
Housing – Repairs and Void Works	Final	Satisfactory Assurance	↑	<p>9 Medium 3 Low</p>	<p>The Housing Asset Management team provides a responsive repairs service to the tenants of the Council's approximately 5,500 rented properties. In addition, when a property is vacated by a tenant and classified as void, the team is responsible for ensuring that:</p> <ul style="list-style-type: none"> <li>• a property inspection is carried out to identify any works that need to be undertaken in order to bring it up to the Council's Lettable Standard of repair and cleanliness</li> <li>• the work is carried out satisfactorily by the third party contractor, Mears.</li> </ul> <p>A new contract for Integrated Asset Management Services was recently signed with Mears (1 December 2020). Under this contract Mears supplies planned, responsive and void works. With regards to repairs and voids a Price per Property (PPP) and a price per void (PPV) model has been adopted.</p> <p>The objective of the audit was to review the operation of the new Integrated Asset Management Services contract with Mears and included a review of:</p> <ul style="list-style-type: none"> <li>• Policies &amp; procedures</li> <li>• Property records</li> <li>• Works</li> <li>• Post Inspections</li> <li>• Recharges</li> <li>• Performance monitoring of contractors</li> </ul> <p>Remedial action was agreed with management for all issues identified.</p>
Planning					

<b>Audit Review</b>	<b>Report Status</b>	<b>Overall Opinion</b>	<b>Direction of travel since last audit</b>	<b>No. of Findings &amp; Remedial Action Agreed (High Risk only)</b>	<b>Summary (where completed within this quarter)</b>
Corporate Governance	Draft Report				
Equalities and Diversity	Draft Report				
Risk Management	In progress				
Information Governance					
Counter Fraud	In progress				
Partnerships	In progress				
Contract Management					
Community Grants Awarded	Draft report				
Commercialisation and project management	In progress				
Climate change/Carbon Neutral					
Pandemic related issues/grants post assurance etc.	In progress	N/A	N/A		Seven reports have been issued to date covering 6 business grants schemes and the Loss of Income grant claim 3. No issues of concern identified to date
Review of hospitality/disclosures					
Disabled Facilities Grants	Final	Substantial	↔	2 Medium 2 Low	Reported Quarter 1.