

**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. Only high risk findings are detailed in this information summary for Members. Medium and low risk findings are managed by the service area.

<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>
Main Accounting	Deferred to 2022/23				To be deferred to 2022-23 due to the delay in implementing the upgrade to the accounting system. As reported in December 2021.
Income Management					
Creditors	In progress				
VAT	In progress				
Insurance	Final	Substantial Assurance	N/A	4 Medium 3 Low	Reported Quarter 2
People Management	In progress				
Members Expenses	Final	Substantial Assurance	N/A	None	Reported Quarter 1.
Health & Safety	Draft report				
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. As reported December 2021.
Fleet Management	Final	Substantial Assurance	N/A	3 Medium 1 Low	Exeter City Council currently has a fleet of 469 (vehicles, implements, plants and trailers) of which approximately 150 are road-going vehicles. These are managed by the Fleet Team who are responsible for the contract hire, maintenance and disposal of vehicles and other administrative tasks associated with the fleet management.

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)
					<p>In the past the Fleet Strategy was to purchase fleet assets as and when required with maintenance being paid for separately. In 2019 as a large number of vehicles purchased in 2008-12 were overdue for replacement, a new strategy of using Contract Hire was endorsed by Members to avoid the Council having to borrow a significant amount to purchase the vehicles.</p> <p>A new contract has now been established for the</p> <ul style="list-style-type: none"> <li>• Supply and maintenance of new vehicles – under a full maintenance lease with the option to purchase after 7 years</li> <li>• Maintenance only at fixed costs – for ECC owned vehicles less than 7 years old</li> <li>• “Pay as you go” maintenance</li> </ul> <p>The scope of the audit included a review of the following areas:</p> <ul style="list-style-type: none"> <li>• Policy and strategy</li> <li>• Induction practices and driver education</li> <li>• Fleet procurement and disposal</li> <li>• Maintenance and inspections</li> <li>• Invoice payments</li> <li>• Insurance</li> <li>• Contract management</li> <li>• Monitoring and performance</li> </ul> <p>The fleet contract appears to be working well. Remedial action has been agreed for all findings.</p>
Car Parks	Final	Substantial Assurance	N/A	3 Low	Reported Quarter 2
Leisure Facilities	In progress				
NDR	Draft				
Housing – Repairs and Void Works	Final	Satisfactory Assurance	↑	9 Medium 3 Low	Reported Quarter 2
Planning	In progress				
Corporate Governance	Final	Substantial	↔	3 Medium 2 Low	The Framework <i>Delivering Good Governance In Local Government</i> was designed to help local government in taking responsibility for developing and shaping an informed approach to governance. The overall aim is to ensure that:

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)
					<ul style="list-style-type: none"> <li>• resources are directed in accordance with agreed policy and according to priorities</li> <li>• that there is sound and inclusive decision making</li> <li>• and that there is clear accountability for the use of those resources in order to achieve desired outcomes for service users and communities</li> </ul> <p>The Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by managers within the Council who have responsibility for the development and maintenance of the governance environment, the work of the internal auditors and also by comments made by the external auditors and other review agencies and inspectorates.</p> <p>The scope of the audit included a review of the following seven core principles of good governance from Delivering Good Governance in Local Government Framework (CIPFA/Solace 2016)</p> <p>Improvements have been made since the last audit and remedial action has been agreed for all audit findings.</p> <p>A full copy of this report was emailed to all members of the committee on 11<sup>th</sup> January 2022.</p>
Equalities and Diversity	Final	Satisfactory	↔	2 Medium	<p>Under the Equality Act 2010, public sector organisations have an equality duty. The Equality Duty ensures that public bodies consider the needs of all individuals in their day to day work – in shaping policy, in delivering services, and in relation to their own employees.</p> <p>The scope of the audit included:</p> <p>To review the implementation of the EQIA procedures:</p> <ul style="list-style-type: none"> <li>• are report writers aware of and do they understand the procedures?</li> <li>• do they have the necessary skills and training to either produce EQIAs of a good standard or to be able to interrogate and challenge the information provided?</li> </ul> <p>To identify projects and policies from committee minutes and published decisions, and to check that where applicable:</p>

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)
					<ul style="list-style-type: none"> <li>• an equalities impact assessment (EQIA) has been undertaken</li> <li>• appropriate action has been taken to address issues raised in the EQIA</li> </ul> <p>Since the last audit there appears to be a greater awareness of equality and diversity issues amongst staff with adequate EQIAs being completed for two thirds of the cases checked. It is pleasing to note that an Equalities Champion group was formed in April 2021 which should help promote the equality and diversity agenda across the Council and enable any issues to be identified and appropriate action to be taken to resolve them. Also, the planned roll out of further training to staff (including general awareness to all staff) should help to ensure that equality and diversity is considered when decisions are made and adequate EQIAs produced.</p> <p>Remedial action has been agreed for all audit findings.</p>
Risk Management	On going				
Information Governance					
Counter Fraud	Draft				
Partnerships	In progress				
Contract Management					Audit of contract management has been incorporated into the wider audits of Housing, which incorporated the Mears Contract and also the Fleet audit.
Community Grants Awarded	Draft report				
Commercialisation and project management	In progress				
Climate change/Carbon Neutral	In progress				
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					

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)
Disabled Facilities Grants	Final	Substantial	↔	2 Medium 2 Low	Reported Quarter 1.