

North East Derbyshire District Council

Summary of Internal Audit Recommendations made and implemented 2018/19 – 2020/21

Recommendations Made	2018/19	2019/20	2020/21
Number of High Priority	5	1	0
Number of Medium Priority	47	30	21
Number of Low priority	82	43	33
Total	134	74	54
Recommendations Implemented	127	50	21
High Recommendations Outstanding	0	0	0
Medium Recommendations Outstanding	1	12	5
Low Recommendations Outstanding	6	12	8
Not overdue yet	0	0	20
Total Overdue Recommendations	7	24	13
Percentage due implemented	95%	68%	62%

North East Derbyshire

2018/19

Report Ref	Audit	Directorate	Conclusion	Recommendations			Total	Not Overdue	Overdue	Implemented
				High	Medium	Low				
N004	Money Laundering	People	Reasonable		2	4	6		4(1M 3L)	2
N024	Premises & Personal Licences	Place	Reasonable			7	7		2 L	5
N027	Fly Tipping	Place	Reasonable	1	3	10	14		1L	13
Total				1	5	21	27		7	20

2019/20

Report Ref	Audit	Directorate	Conclusion	Recommendations			Total	Not Overdue	Overdue	Implemented
				High	Medium	Low				
N003	Business Continuity & Emergency Planning	Place	Substantial		1	4	5		1M	4
N010	Gifts and Hospitality	People	Reasonable		2	7	9		7 (1M 6L)	2
N014	Commercial and Industrial Property Rents	Place	Substantial	1	3	1	5		2 (1M 1L)	3
N016	Transformation Agenda	People	Reasonable		4		4		4M	
N019	Members IT Equipment	People	Reasonable		3		3		3M	
N020	Coney Green & Midway Business Centres	Place	Reasonable		2	4	6		6 (2M 4L)	
N023	Transport	Place	Reasonable		8	1	9		1L	8
Total				1	23	17	41		24	17

2020/21

Report Ref	Audit	Directorate	Conclusion	Recommendations			Total	Not Overdue	Overdue	Implemented
				High	Medium	Low				
N001	Data Protection	Corporate Resources	Substantial			3	3	2		1
N002	Council Tax	Corporate Resources	Substantial			2	2		2L	
N003	Cash and Banking	Corporate Resources	Substantial			1	1			1
N004	CIPFA Financial Management Code	Corporate Resources	Substantial	1	2		3			3
N005	Procurement	Corporate Resources	Reasonable	5	1		6		5 (4M 1L)	1
N006	Elections	Corporate Resources	Substantial			1	1			1
N007	Asset Management	Env & Enforcement	Substantial	2	1		3	1		2
N008	Climate Change	Corporate Resources	Substantial			2	2		2L	
N009	Corporate Targets	Corporate Resources	Substantial			1	1	1		
N010	Sundry Debtors	Corporate Resources	Substantial			2	2		2L	
N011	Dog Warden Service	Env & Enforcement	Substantial			2	2			2
N012	Disabled Facilities Grants	Env & Enforcement	Substantial			3	3			3
N013	Street Cleansing	Corporate Resources	Substantial	1	1		2	2		
N014	Leisure Services Direct Debits	Corporate Resources	Substantial			1	1			1
N015	Laptops and Removable	Corporate	Reasonable		2	4	6	6		

	Media	Resources								
N016	Mobile Phones & Communications	Corporate Resources	Reasonable		1	3	4	2	2 (1M 1L)	
N017	Social Media	Corporate Resources	Reasonable		4	2	6	1		5
N018	Network Security and Policies	Corporate Resources	Reasonable		2	1	3	3		
N019	Planning Processes and Appeals	Corporate Resources	Reasonable		3		3	2		1
Total				0	21	33	54	20	13	21

NEDDC Outstanding Recommendations as at 31st August 2021

Audit and date audit completed	Recommendation Outstanding	Priority and Original Target Date	Managers Comment
Money Laundering – June 2018	Once the Anti-Money Laundering policy has been updated and approved (as per R1 and R2 above), staff with key roles should be made fully aware of their associated responsibilities and ensure compliance with and awareness of the policy going forward. The policy should also be made available to wider employees via the intranet.	Medium December 2018	
Money Laundering – June 2018	Reporting of Money Laundering incidents and limits of cash that can be accepted needs to be consistent across all staff guidance and related policies/policy to ensure potential issues are promptly dealt with in line with AML regulations.	Low December 2018	
Money Laundering – June 2018	A training programme/matrix to be documented in line with the	Low	

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	new regulations (previous training date, records for scope and effectiveness of training) and rolled out for employee's who are working in the "potential risk areas" to keep them updated and refresh their knowledge.	December 2018	
Money Laundering – June 2018	The Anti-Money Laundering Compliance Officer (as recommended as part of R2) should undertake a periodic review of payments received into NEDDC and BDC sites. This should identify any regular or large payments of cash with a view to highlighting and reporting any potential instances of money laundering.	Low December 2018	
Premises & Personal Licences – March 2019	To be compliant with legislation, ensure registers of licences are available and published as soon as possible	Low December 2019	Web connectors have been purchased from Uniform to enable the licensing registers to be published online. This has been delayed by the Covid 19 pandemic. On hold
Premises & Personal Licences –	Establish a procedure to identify licences that are no longer	Low	This work is low priority. It had commenced but has now been affected by the Covid 19

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March 2019	operational and decide on an appropriate timeframe / regularity for the committee to revoke these	July 2020	pandemic and is on hold.
Fly tipping May 2019	It should be ensured that the new legislation regarding Duty of Care is reflected within the existing Fly Tipping Policy.	Low December 2019	The policy review has not been completed pending service review. It will begin when the current Environmental Health Services Review recommendations are implemented and staff are n post. However, given the current priorities in the service and the fact that the approach to duty of care is consistent and well understood, then this is considered a low priority.
Business Continuity and Emergency Planning – July 2019	To inform the next review of the Strategic Alliance Corporate Business Continuity Plan, service area Business Continuity Plans are created / revisited (including key contacts) with the support of the Senior Emergency Planning Officer.	Medium April 2020	<p>In terms of Business Continuity, in order to meet the requirements of the Civil Contingencies Act 2004 local authorities are required to have in place a corporate business continuity plan and a register of priority functions, which we have. The service area BC plans are more of an additional level of best practice that some local authorities in Derbyshire use and some that decide not to.</p> <p>Based on the current situation and the fact that there have recently been some structural changes, the way the authority works has changed dramatically. My recommendation</p>

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			will be that the corporate business continuity plan will be updated in light of Covid-19 and structural changes, and that I look at, in consultation with Karen, the suitability and effectiveness of having service area BC plans moving forward, and if they are to be continued to look at further training needs.
Gifts and Hospitality – October 2019	Consideration be made to adding an indication on the declaration form if the donor has any existing/potential contracts or partnership links to the authority to ensure transparency.	Low February 2020	Delayed – DOI form review will take place and be rolled out May 21
Gifts and Hospitality – October 2019	Consideration be given to publishing the Gifts & Hospitality register on the NEDDC website as part of the transparency agenda.	Low February 2020	Extended by SAMT
Gifts and Hospitality – October 2019	Consideration be given to adopting a NEDDC gifts & hospitality form/guidance or adopting the BDC documents.	Medium February 2020	
Gifts and Hospitality – October 2019	Development of the “Do it online gifts & hospitality declaration and declaration of interests forms” be undertaken by Officers and Members with	Low February 2020	Extended by SAMT

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	authorisation as appropriate.		
Gifts and Hospitality – October 2019	Sponsorship and advertising is considered for inclusion on the annual declaration.	Low February 2020	Legal Services will keep a centralised register
Gifts and Hospitality – October 2019	Chair's charity processes are examined to ensure that appropriate separation of duties controls are in place, registers held and best practice on acceptance or rejection of donations issues are considered.	Low February 2020	Excel spreadsheet to be set up with separation of duties for verification.
Gifts and Hospitality – October 2019	A standardised officer declaration of interests form is considered as a library document to ensure consistency of recorded data.	Low February 2020	Will take place as part of MODGOV roll out
Industrial and Commercial Property Rents – November 2019	To ensure the Council optimises rental income, rent reviews as part of the lease renewal process should be undertaken promptly; the process of which should be embedded within the overarching operational day to day revised procedures. Restated.	Low April 2020	No changes currently within the availability of staff resources – undertaking of reviews and inspection regime impractical within current health crisis.

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Industrial and Commercial Property Rents – November 2019	Complex arrears cases should be closely monitored and evidence of discussions with all parties retained. In particular, decisions relating to account D000166 (Holmes) should be made to prevent the level of debt outstanding from increasing and becoming uncollectible.	Medium April 2020	Liaising with Revenues and legal sections to address current historic debt cases to the point of resolution or to recommend for write – off.
Transformation Agenda – December 2019	Further work is required to embed the Transformation Agenda principles within both BDC & NEDDC. The continued development of the project management principles is required to ensure that the principles of the change requirements are known and that projects are progressed.	Medium October 2020	
Transformation Agenda – December 2019	Regular communications are required to ensure that staff are fully aware of the Transformation Agenda and its purpose and progress. Communications should include examples of completed projects together with the efficiencies gained.	Medium October 2020	

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Transformation Agenda – December 2019	Councillors, Managers and Staff should be encouraged to provide feedback and comments regarding the Transformation Agenda as it develops and becomes embedded into both BDC and NEDDC. These communications should be acknowledged and progress reported back to the both the individual making the comment and more generally authority wide, this could be carried out within the Extranet environment.	Medium October 2020	
Transformation Agenda – December 2019	Management should consider supplementing and improving the Extranet facilities and web pages to provide improved communication with Members and staff concerning the purpose, progress and adoption of Transformation ideas across both authorities.	Medium October 2020	
Members IT Equipment – February 2020	Due to the financial risk associated with unreturned Council owned I.T. equipment and to conform to the Members ICT Charter, responsibilities for retrieving all I.T. equipment from departing Members needs to be	Medium December 2020	

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	clarified and a procedure defined e.g. escalation to senior management/Leader and/or apply charges		
Members IT Equipment – February 2020	When equipment is issued or returned, liaison with I.T. and Accountancy is required to ensure all relevant paperwork is completed e.g. device transfer forms AND all records are updated e.g. EE, Support Works and spreadsheets	Medium December 2020	
Members IT Equipment – February 2020	Members should be formally reminded to submit their equipment for a regular health check in accordance with the Members ICT Charter. Where equipment is not received on an annual basis, management should liaise with the Leaders at both Councils for following up with individual Members.	Medium December 2020	
Coney Green and Midway Business Centres – March 2020	To review the process of monitoring EPC's due for renewal through the Asset Management Group to ensure those nearing expiry are actioned promptly to enable full compliance to Energy Efficiency (Private Rented Sector)	Low March 2021	

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	(England and Wales) Regulations 2015 (Referred to as MEES) by 2023.		
Coney Green and Midway Business Centres – March 2020	The lease renewal process should commence at the earliest opportunity ensuring appropriate property inspections have taken place and that a signed lease is held effective for the renewal date. Where existing tenants are allocated an additional unit, the tenant should not be granted access until the lease (or licence of temporary occupation) has been agreed and signed.	Medium August 2020	
Coney Green and Midway Business Centres – March 2020	Subject to the internal appointment of a RICS qualified surveyor, checks of the rental valuation should be evident on all tenants' files.	Low December 2020	
Coney Green and Midway Business Centres – March 2020	For transparency, the rationale for not charging a rent deposit should be recorded.	Low March 2020	
Coney Green and Midway Business Centres – March 2020	To safeguard the Council against potential losses and to ensure lease requirements are	Medium	

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	being met, the process introduced to confirm that incoming tenants hold an appropriate level of insurance cover and a valid Fire Risk Assessment (compliance with the Regulatory Reform (Fire Safety) Order 2005) should be extended to record all requests made. Checks of insurance should be made on an annual basis thereafter and efforts to collect related documents should prioritise tenancies assessed as of higher risk.	December 2020	
Coney Green and Midway Business Centres – March 2020	To review, update and increase the web-presence of Coney Green and Midway to promote Business Centre facilities and services available. A review of charges for the virtual office / mailing address service should run concurrently.	Low December 2020	
Transport – April 2020	To comply with the Goods Vehicles (Licensing of Operators) Act 1995 and to fulfil the requirements of the Traffic Commissioner, a second named	Low December 2020	Arrangements are in place for Streetscene and Waste Service managers to undertake OCR (CPC) Transport manager training and qualification November 2021 during which time the Joint Head of Streetscene remains

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	contact who works closely with the Transport section, should be allocated to the Operator 'O' Licence.		the single named person on the Council's operator licence.
Council Tax - July 2020	Accounts in credit should be examined to determine whether refund request forms require to be issued, or whether it is appropriate to write off those balances. Those credit balances aged 6 years+ (and where no response to an overpayment notification has been received), are identified annually and then written off.	Low October 2020	
Council Tax - July 2020	Periodic reviews of accounts placed on recovery override should be undertaken to ensure that they only remain at this status for only as long as is necessary.	Low October 2020	
Procurement – September 2020	Perform should be routinely updated to reflect the implementation status of audit recommendations.	Low November 2020	
Procurement – September 2020	Once the relevant revisions to the budget and policy framework are completed and the updates	Medium	

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	to the procurement rules are made, the latest version of the Procurement Strategy should be formally approved and made available on the Councils' Extranet.	TBC	
Procurement – September 2020	The Procurement Manager should ensure that the training information previously provided to Gedling Borough Council is adapted and delivered across both Bolsover and North East Derbyshire District Councils with the provision to repeat the training annually or biennially as a refresher for designated operational managers and staff, this should be delivered through the development of a webinar if current restrictions continue.	Medium TBC	
Procurement – September 2020	The Procurement Manager should design and seek the approval of the Head of Finance for key performance targets for the Procurement team, the approved targets should then be incorporated within the Perform system to allow actual outturns to be measured against targeted performance.	Medium December 2020	

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Procurement – September 2020	The Procurement Manager should ensure that available resources are deployed to proactively review spend analyses and compare to the contracts register and In-tend to identify expenditure where there is no formal record of the procurement process held centrally, these cases should be followed up with the relevant service managers to ensure future consultation with the Procurement team.	Medium July 2021	
Asset Management – October 2020	The move to IDOX for a centralised asset register is progressed and an action plan including timescales is prepared.	Medium April 21	IDOX have been engaged to provide training, data transfer and consultancy services in connection with implementing the ‘works’ module. A delivery/training plan is currently being developed
Climate Change – October 2020	Climate change should be included on service risk registers and consideration be given to including it on the Strategic Risk Register.	Low February 2021	
Climate Change – October 2020	Consideration should be given to adding Climate Change as a consideration to all Committee reports	Low February 2021	
Sundry Debtors – November	Procedures should identify that credit notes should not be raised	Low	

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2020	on inactive accounts and refund processes should occur in these instances.	31 July 21	
Sundry Debtors – November 2020	A report of items still not actioned after a set time after first being put on hold is considered for escalation purposes.	Low 31 July 21	
Mobile phones & Communications – March 21	Device database records are compared to billing breakdowns to ensure accuracy and investigate discrepancies.	Medium 30 June 21	
Mobile phones & Communications – March 21	Where SIM/IMEI numbers are not recorded these details should be sought if possible.	Low 30 June 21	