

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO AUDIT COMMITTEE

29 NOVEMBER 2012

REPORT OF THE ASSISTANT CHIEF EXECUTIVE - PERFORMANCE

COMPLETED AUDITS

1. Purpose of Report.

1.1. To summarise for members the findings of the audits recently completed by the Internal Audit Division.

2. Connection to Corporate Improvement Objectives / Other Corporate Priority.

2.1. Internal Audit's work impacts on the Corporate Improvement Objectives/other corporate priorities.

3. Background

3.1. Internal Audit conducts reviews according to an annual audit plan and reports findings to Audit Committee.

4. Current situation / proposal.

4.1. Recently completed audits are summarised in the following table:

Report	System Overview	Work Finalised	Audit Days	Key Messages	Audit Opinion	Action Plan Dates
Meals at Home	The Meals at Home Service aims to support people to live independent lives at home by the provision of a daily delivered hot meal and is seen as an important service amongst a range of community care services.	September 2012	13 days	No key issues were identified during the audit. A small number of minor points were raised including updating authorised signatory lists.	Substantial	August 2012
Insurance	The Insurance Services section arranges insurance cover for the Council and handles the processing and administration of all insurance claims, in conjunction with external claims handlers and solicitors. Insurances handled include Public and Employers liability, Property and Motor.	September 2012	4 days	A number of strengths were identified including good communication with departments and schools and a strong claim handling processes in place to identify any potential fraud. The main issue raised relates to the engineering inspection register and the fact that it may not be up to date, as it has proved difficult to allocate responsibility for this. It is important this register is brought up to date as soon as possible to ensure all relevant equipment is inspected in line with statutory requirements, and that items are subsequently insured.	Substantial	March 2013

Catering Grants	The Appetite for Life and Breakfast Club Grants were audited in order to comply with grant terms and conditions imposed by WG. BCBC received £411, 621 in relation to the Breakfast Club grant and a further £106,194 for Appetite for Life.	September 2012	4 days	Both reviews identified that there were strong systems of control in place, with all conditions stipulated by WG being met.	Substantial	N/A
Economic Development Unit (EDU)	The EDU is responsible for administering two Grant Schemes. The European Local Investment Fund is run in collaboration with 5 other Local Authorities headed by Rhondda Cynon Taff. The budget set for 2011/12 was £399,000. The Special Regeneration Fund Grant Scheme is a Local Authority fund set up to encourage business development and increase employment opportunities within the local authority catchment area. The 2011/12 budget was £150,000.	October 2012	15 days	<p>Communication throughout the team is excellent, all team members work closely with each other and information is freely passed around amongst the team ensuring a good understanding of at what stage each individual grant claim is.</p> <p>A minor recommendation was made in relation to follow up visits to ascertain how the project is progressing and ensure assets purchased are still in operation.</p>	Substantial	November 2012

Licensing	The Licensing Section processes applications for a range of licensed activities predominantly taxi drivers and vehicles but also includes licensed premises, licensed persons, gambling premises, street traders etc. Monitoring of licensed activities is performed by two officers based in the Enforcement Section.	October 2012	17.5 days	<p>During the Audit a number of strengths and areas of good practice were identified including collaboration with the Integrated Transport Unit regarding school transport contracts including the introduction of enhanced CRB checks which are now transferable between the two sections.</p> <p>Issues were identified during the Audit which need to be addressed include</p> <ul style="list-style-type: none"> • The present monitoring of the licensed activities which is performed by the Enforcement Officers is not formally documented. • Details of credit / debit card payments including card numbers are currently being retained on file in the Licensing Section. 	Reasonable	April 2013
Volunteer Drivers	The volunteer drivers system is in place primarily to provide transport to Children's Services for journeys including contact visits. This service is also utilised to a lesser extent for other areas including: Day Care Management for Older People, Shared Lives, Community	November 2012	15 days	<p>Strengths include the fact that management has significantly reduced the budget deficit in recent years. However a number of issues still need to be resolved including:</p> <ul style="list-style-type: none"> • Consensus on the transferability of CRB checks within the Authority. • Contravention of the Data Protection Act by retaining full CRB documents. 	Limited	December 2012

	Support LDD and the Adult Community Health Team.			<ul style="list-style-type: none">• Timely follow up of expired CRBs, vehicle insurance and MOTs.• Security of personal files for drivers.		

4.2 Members are invited to raise any issues on these audits or to request the production of a fuller report at the next meeting.

5. Effect upon Policy Framework & Procedure Rules.

5.1. None

6. Equality Impact Assessment.

6.1 There are no equality issues.

7. Financial Implications.

7.1. None

8. Recommendation.

8.1. That Members give due consideration to the completed audits report to ensure that all aspects of their core functions are being adequately reported.

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Background documents

Internal Audit reports relating to the above audits held within the Internal Audit Division