

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO AUDIT COMMITTEE

16th JANUARY 2014

REPORT OF THE CORPORATE DIRECTOR - RESOURCES

INFORMATION AND ACTION REQUESTS BY COMMITTEE

1. Purpose of Report .

1.1 To summarise for Members the actions and information requests made by the Audit Committee at its last meeting on 7th November 2013.

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

2.1 Internal Audit's work impacts on all of the Corporate Improvement Objectives and 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 A summary of actions and information provided is contained in the following table:

Audit Committee Date	Action /Request	Officer Responsible	Comment	Current Status
7 th November 2013	<p>The Committee requested an update at its next meeting and assurance that all recommendations were being implemented in relation to the Volunteer Drivers Follow-up Audit.</p> <p>Members also requested that their concerns be noted and queried if the Authority would be liable should an accident occur.</p> <p>The Chief Internal</p>	CIA and Service Manager.	<p>In response to the query whether the Authority could be liable should an accident occur, the Risk and Insurance Manager has provided the following response:</p> <p><i>"In the event that a volunteer driver is undertaking the business of the Council they must purchase insurance that is sufficiently wide to include this activity. If they have a motor accident, it is highly likely that liability would attach to either the volunteer</i></p>	Complete

	<p>Auditor agreed that a further report would therefore be presented to the Committee at its meeting in January and the service manager would be invited to attend. .</p> <p>On the issue of liability, the Chief Internal Auditor confirmed that she would speak with the Risk and Insurance Manager and seek clarification.</p>		<p><i>driver or the third party, depending on which driver was at fault. If liability attached to our volunteer, but they had failed to insure, then the claim for third party liability would be directed against the Council's motor insurance under the "occasional business use" extension. Under this extension there is no cover for any physical damage to the volunteers own vehicle. This extension should not be relied on as a matter of course, it is only there to protect against worst case scenarios if there is no other cover for third party damages.</i></p> <p><i>In the unlikely event that the volunteer was carrying out the business of the Council in their own vehicle and the circumstances were such that a legal liability attached to the Council, then the Council's motor insurance would respond under the "contingent motor liability" clause which forms part of the Council's insurance policy. Again this extension would not cover the damage to the volunteers own vehicle".</i></p> <p>The Committee requested an update at its next meeting (January 2014) and assurance that all recommendations were being implemented in relation to the Volunteer Drivers Follow-up Audit.</p> <p>The following provides Members with the findings of the second follow up review which was concluded and a report issued to Management in December 2013. Overall the review has identified the following and the effectiveness of the internal</p>	
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			<p>control environment is deemed reasonable:-</p> <p>Annual reviews have been completed for all drivers and have now been stored electronically on the drivers' personal files.</p> <p>Valid MOT certificates have been obtained and stored on file where applicable together with valid insurance certificates and copies of valid driving licenses.</p> <p>Requests for renewal DBS forms are being completed in a timely manner and the majority of drivers have recently completed child protection training.</p>	
7 th November 2013	Members requested some information on the value of overpayments.	Benefits and Financial Assessments Manager.	<p>The total overpayments from the Sanctioning of Housing Benefit and Council Tax Benefit Fraud is as follows: -</p> <p>2012/13 - £236,569 First six months 2013/14 £112,268</p>	Complete
7 th November 2013	Members requested further information on the reduction of productive days in relation to Cross Cutting.	CIA	<p>The outturn report for April to September 2013 showed that of the expected 103 productive days for Cross Cutting only 65 had been achieved. In response to Members queries, the outturn for April to December shows that 123 productive days have been achieved against an expected 154 for Cross Cutting. It is envisaged that all the reviews as outlined in the Audit Plan submitted to the Committee in May 2013 will be completed.</p>	Complete

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 There are no financial implications regarding this report.

8. Recommendation.

8.1 That the Committee notes this report.

Ness Young
Corporate Director - Resources
16th January 2014

Contact Officer: Helen Smith
Chief Internal Auditor

Telephone: (01656) 754901

Email: internalaudit@bridgend.gov.uk

Postal address: Bridgend County Borough Council
Internal Audit
Innovation Centre
Bridgend Science Park
Bridgend
CF31 3NA