

## RECOMMENDATIONS FROM AUDIT REPORTS WHICH REMAIN OUTSTANDING AFTER FOLLOW UP

## COLOUR KEY

|             |
|-------------|
| High Risk   |
| Medium Risk |
| Low Risk    |

## REPORTS ISSUED 20/21

| AUDIT   | Original Assurance Level | High | Medium | Low | Latest Follow Up Date | Number of Follow Up | Assurance Level at Follow Up | High | Medium | Low | Next Follow Up Due | Outstanding recommendations  | Client Comment   |
|---|--------------------------|------|--------|-----|-----------------------|---------------------|------------------------------|------|--------|-----|--------------------|--|--|
| <p><b>Business Continuity Planning</b></p> <p>November 20</p> | Minimal                  | 4    | 0      | 0   | 11.05.22              | <b>Fourth</b>       | Substantial                  | 1    | 0      | 0   | Nov 22             | <p>Business Continuity Plans for every department must be completed and adopted as soon as possible.</p> <p>(6 months)</p> | <p>The Emergency Planning Officer is producing guidance for Heads of Service on how to convert their completed Business Impact Assessments into Business Continuity Plans.</p> <p><u>Audit comment</u></p> <p>The overarching Business Continuity Plan is in place and progress is well underway with producing both Business Impact Assessments and Business Continuity Plans for departments. As the guidance needs to be given and the plans written, a further review of the departmental plans will be carried out in six months.</p> |

## Appendix C

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| Procurement<br>December 2020 | Partial                  | 0    | 11     | 0   | 16.12.21              | Second              | Partial                      | 0    | 9      | 0   | Apr-22             | A Procurement Strategy must be written, adopted and disseminated.<br>(12 months)               | Due to working pressures this has not progressed however, it has been agreed that the Strategic Procurement Manager role will be made permanent from 1st January 2022. This should help facilitate its progress however, the appointment has not yet been formalised by the issue of a contract.       |
|                              |                          |      |        |     |                       |                     |                              |      |        |     |                    | A Procurement Forward Plan must be written, adopted and disseminated.<br>(6 months)            | In progress, a number of business plans have been received to support the developments of the forward plans. There is potential for this to be incorporated into the Community Wealth Building Officer role.   |
|                              |                          |      |        |     |                       |                     |                              |      |        |     |                    | Performance against the Procurement Forward Plan must be monitored and reported.<br>(6 months) | The comments from the last follow up apply and the Strategic Procurement Manager has monitored savings and social value commitments against the procurements which he has managed.<br><br><u>Audit comment:</u><br>Responsibility for updating the contract register going forward must be identified. |

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|       |                          |      |        |     |                       |                     |                              |      |        |     |                    | <p>Policies and procedures must clearly state that Corporate contracts must be publicised around the Council.<br/>(12 months)</p>  | <p>Councils are required to publish transparency data about their contracts on a quarterly basis. Although the councils' contract registers are published on the website, they are incomplete and the data in some cases is inaccurate.<br/><br/><u>Audit comment:</u><br/>Responsibility for updating the contract register going forward must be identified.</p> |
|       |                          |      |        |     |                       |                     |                              |      |        |     |                    | <p>Policies and procedures must clearly state that where corporate contracts exist these, and no other company, must be used.<br/>(12 months)</p>  | <p>Amendments to the Contract Procedure Rules are still being worked on.</p>   |
|       |                          |      |        |     |                       |                     |                              |      |        |     |                    | <p>Creditor expenditure must be regularly reviewed and investigated to highlight opportunities to put contracts in place and identify failure to use current corporate contracts.<br/>(6 months)</p> | <p>Spend analysis is completed on an annual basis.<br/><br/><u>Audit comment:</u><br/>To ensure that expenditure out of contract is identified promptly spend analysis should be completed on a more regular basis.</p>  |
|       |                          |      |        |     |                       |                     |                              |      |        |     |                    | <p>Non-compliance of raising purchase orders must be monitored and persistent offenders reported to the head of</p>  | <p>We are reviewing available resources to be able to implement this new initiative including assigning the new interim</p>  |

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|       |                          |      |        |     |                       |                     |                              |      |        |     |                    | the relevant service area.<br><br>(6 months)   | systems accountant to this task to ensure compliance.   |
|       |                          |      |        |     |                       |                     |                              |      |        |     |                    | A note must be added to guidance on raising invoices reminding officers to: • check the contracts register to consider whether their order could fall under the remit of a supplier with whom the organisation has an outstanding contract. Where a corporate contract exists these, and no other company, must be used • prompt officers to consider using suppliers already set up on the creditors system for a similar product<br><br>(3 months) | Guidance for raising purchase orders will be updated to remind officers to check the contracts register for the supply of goods and services. |
|       |                          |      |        |     |                       |                     |                              |      |        |     |                    | The ability to expand the "Types" facility within Creditors must be investigated and if possible use of "Types" implemented across EBC, LDC, EHL and SEESL.<br><br>(6 months)  | A meeting with the Strategic Procurement Manager will be arranged to consider the use of "Types" and whether this would work.                 |

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| Leaseholder Management and Recharges<br>December 2020 | Partial                  | 0    | 2      | 0   | 28.06.22              | Third               | Partial                      | 0    | 1      | 0   | Sep-22             | The Leaseholder Charges, Handbook, Legal and General Leasehold scheme and Permission for Alterations form must be made available on the councils' website, for LDC Leaseholders.<br><br>(6 months)                                      | The first draft was completed in April 2022. We are looking to establish a leaseholder panel that can lead the LDC leaseholder consultations at the moment. If the consultations for the new handbook have not been completed by August, then we will look to publish an interim leaseholder handbook online. |
|   |                          |      |        |     |                       |                     |                              |      |        |     |                    | A Leaseholder Handbook must be made available on the council's website.<br><br>(6 months)   | The first draft was completed in April 2022. We are looking to establish a leaseholder panel that can lead the LDC leaseholder consultations at the moment. If the consultations for the new handbook have not been completed by August, then we will look to publish an interim leaseholder handbook online. |
| Arrears Collection<br>January 2021                    | Partial                  | 2    | 2      | 3   | 24.05.22              | Third               | Substantial                  | 0    | 0      | 1   | Oct-22             | An overarching corporate arrears collection strategy must be drawn up and adopted, under which the separate policies for the individual debt streams sit, to ensure council departments responsible for collecting monies are acting in | An overarching corporate arrears collection strategy will be considered and adopted. It is expected that this will be completed by September 2022.  |

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|                                    |                          |      |        |     |                       |                     |                              |      |        |     |                    | accordance with approved guidelines.<br>(3 months)   |   |
| Members Allowances<br>January 2021 | Substantial              | 0    | 3      | 0   | 22.12.21              | Second              | Substantial                  | 0    | 2      | 0   | Jun-22             | All expenditure must be evidenced by official VAT receipts. Where expenditure includes VAT, reimbursement must be claimed through the creditors system.<br>(1 month)   | <u>Audit Comment</u><br>No claims including VAT had been made by the time of the follow up so this could not be checked |
|                                    |                          |      |        |     |                       |                     |                              |      |        |     |                    | All expenditure must be charged to the correct general ledger code.<br>(1 month)   | <u>Audit Comment</u><br>Testing at follow up revealed one claim had been incorrectly coded                              |
| Officers Expenses<br>February 2021 | Substantial              | 2    | 2      | 11  | 09.11.21              | First               | Substantial                  | 0    | 1      | 6   | Jul 22             | The Reimbursement of Officers Expenses via Creditors claim form must be updated to include a link to up to date relevant council rules.<br>(3 months)  | An initial start has been made on an updated claim form.  |
|                                    |                          |      |        |     |                       |                     |                              |      |        |     |                    | Officers expenses claims forms should be amended to have a tick box to be completed to show that a VAT receipt has been attached and a disclaimer that expenses claims may be questioned if there is no VAT receipt or the receipt is illegible. | An initial start has been made on an updated claim form.  |

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|       |                          |      |        |     |                       |                     |                              |      |        |     |                    | (3 months)  |   |
|       |                          |      |        |     |                       |                     |                              |      |        |     |                    | Consideration should be given to listing the most regularly used detail codes on the instructions tab of the Officers Expenses claim form. (e.g. travel, subsistence, equipment etc) and a note to cross reference this put onto the form itself.<br>(3 months)   | An initial start has been made on an updated claim form.              |
|       |                          |      |        |     |                       |                     |                              |      |        |     |                    | A field must be added to the car mileage claim form to indicate if the mileage is undertaken by cycle rather than car.<br>(3 months)  | An initial start has been made on an updated claim form.              |
|       |                          |      |        |     |                       |                     |                              |      |        |     |                    | The mileage claim form must be changed to ask for the total mileage as calculated by AA route planner and not ask for mileometer readings. A screen dump of the AA route planner showing the route and total mileage should also be asked for on the claim and no claim processed unless a screen dump was sent with the claim.<br>(3 months) | An initial start has been made on an updated claim form.              |
|       |                          |      |        |     |                       |                     |                              |      |        |     |                    | Claims for off-peak travel between Lewes  | Deputy Chief Finance Officer confirmed that due to unforeseen meeting |

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|                                  |                          |      |        |     |                       |                     |                              |      |        |     |                    | and Eastbourne must be paid at the post 9am return rail fare once the appropriate Easit discount has been applied regardless of whether the officer claiming used the Easit discount in accordance with the Travel Policy.<br><br>(1 month) | rearrangements the item was not raised at the last Senior Managers Forum.<br><br>Deputy Chief Finance Officer confirmed that it will be added to next meeting's agenda.   |
|                                  |                          |      |        |     |                       |                     |                              |      |        |     |                    | Detail codes quoted on expense claim forms must be checked, prior to payment being made, to ensure that where the claim is relates to an obvious cost (e.g. subsistence) the correct code has been used.<br><br>(3 months)                  | Deputy Chief Finance Officer confirmed that due to unforeseen meeting rearrangements the item was not raised at the last Senior Managers Forum.<br><br>Deputy Chief Finance Officer confirmed that it will be added to next meeting's agenda. |
| <b>Fly Tipping</b><br>March 2021 | Partial                  | 0    | 7      | 0   | 13.07.22              | Third               | Full                         | 0    | 0      | 0   |                    | All recs addressed  |   |



## REPORTS ISSUED 21/22

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| Love Clean Streets Application<br>December 21 | Partial                  | 3    | 1      | 0   | 20.05.22              | First               | Partial                      | 2    | 0      | 0   | Aug 22             | <p>A new contract must be negotiated with BBITS for the use of the Love Clean Streets service, in accordance with the Contract Procedure Rules. The contract must be passed through Legal Services.</p> <p>(3 months)</p>   | <p>The Love Clean Streets service should be the responsibility of Neighbourhood First team.</p> <p>There is no current resource in place to perform a contract negotiation with the software developer.</p> <p>The software developer will be contacted to establish the first steps.</p> |
|   |                          |      |        |     |                       |                     |                              |      |        |     |                    | <p><b>Business Applications Manager comment</b> - the business own their systems, rather than ICT BAU. A system owner needs to be found, in the business.</p> <p><b>Audit comment</b> – no response was received from the Head of Neighbourhood First</p> <p>(3 months)</p> | <p>The Love Clean Streets service should be the responsibility of Neighbourhood First team.</p> <p>There is no current resource in place to perform a contract negotiation with the software developer.</p> <p>The software developer will be contacted to establish the first steps.</p> |