

Chichester District Council

Corporate Governance & Audit Committee

19 September 2013

Audit Reports & Audit Plan Progress

1. Contact

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2. Recommendations

- 2.1. That the committee notes this report and audit plan progress and raises any issues of concern.**

3. Main Report

3.1. CPE/Car Parks

A Car Parks audit was published in June 2012 which highlighted a number of areas of concerns. Nine recommendations were made which can be seen in Appendix 3 to this report with their current position.

The current CPE/Car Parks audit focused on the back office operation of the Car Park Service, and identified that there had been a change in management in the Parking Services Section.

The audit has made fifteen recommendations namely.

- That staff roles and responsibilities are clearly defined and any changes reflect officers' job descriptions. *(Medium Priority)*
- That periodic reconciliations are carried out from hand held data to the Parking Gateway IT System to ensure all data has been successfully downloaded. *(Medium Priority)*
- A check is carried out to ensure that requests to the DVLA are carried out in a timely manner. *(Medium Priority)*
- The Service saves their overnight progression report. *(Medium Priority)*
- A percentage of PCN decisions processed are reviewed to ensure accuracy and quality of work. *(Medium Priority)*

- The reason for a refund needs to be more specific on the Parking Gateway IT System and a sample checked for accuracy. *(Medium Priority)*
- A process is put in place for the waiving and authorisation of CDC staff PCN challenges and refunds. *(Medium Priority)*
- That VAT on payment vouchers is completed to ensure VAT is correctly treated. *(Medium Priority)*
- There is reconciliation of permits and on street vouchers sold to stock issued to ensure all income is collected. *(Medium Priority)*
- That stock checks are carried out for residential permits and blank permits. *(Medium Priority)*
- Current permits are re-called back to the Car Park Service and re-issued where applicable with tighter controls. *(Medium Priority)*
- A process is put in place to ensure permits are returned to the Service when an employee leaves the council or from contractors. *(Medium Priority)*
- Records of defects show a continuous audit trail from the identification to the defect being resolved. *(Medium Priority)*
- All Senior Civil Enforcement Officers carry out inspections. *(Medium Priority)*
- The stock spread sheet for pay and display tickets and refills for handhelds is fully populated. *(Low Priority)*

The recommendations have been agreed by management.

4. Reports on Members Bulletin Board

Two Reports - Energy Usage and Debt Recovery Review - have been placed on the Members Bulletin Board. If any members wish to discuss the reports please contact the report author.

5. Climate Change Implications

None

6. Human Rights and Equality Impact

None

7. Appendices

Appendix 1 – Progress Report, Audit Plan

Appendix 2 – Car Parks Audit 2011/2012 – follow up on recommendations

Appendix 3 – Car Parks Audit 2013