

Audits completed since the last Committee meeting (22nd January 2024) Compliance

<u>Audit title</u>	<u>Critical Risk</u>	<u>High Risk</u>	<u>Medium Risk</u>	<u>Low Risk</u>	<u>Total no of Exceptions</u>	<u>Overall Assurance level</u>	<u>Summary</u>
Data Retention		2		1	3	Limited Assurance	To ensure that there are clear and current policies and processes in place across Chichester District Council that supports data retention legislation.
						Limited Assurance	To ensure that manual data is retained, controlled, archived, or destroyed as per policy.
						Limited Assurance	To ensure that electronic data retained, controlled , archived or destroyed as per policy across all platforms within CDC.
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Rent in Advance / Deposit Guarantee – Follow Up Report			3	5	8	Reasonable Assurance	There is an overarching strategy covering that aims and objectives of providing the Rent in Advance/ Deposit Guarantee scheme
						Reasonable Assurance	Information on the CDC Website
						Reasonable Assurance	Compliance with procedures for client contact, completion of Homefinder applications, EH review and standing order set up.
						Reasonable Assurance	Compliance with procedures for setting up clients on WRAPP
						Reasonable Assurance	Supporting evidence for deposit claims
						Reasonable Assurance	Financial Exposure for Guaranteed Deposits
						Reasonable Assurance	Debt monitoring and recovery process
						Reasonable Assurance	Debt monitoring information

APPENDIX 1

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Disabled Facilities Grant – Follow Up Report				5	5	Assurance	There is a policy in place setting out the aims and objectives of the Disabled Facilities Grant, as well as the eligibility criteria for Disabled Facilities Grant
						Assurance	To ensure members of the public can access clear information about the Disabled Facilities Grant on the Council's website
						Assurance	To ensure Disabled Facilities Grant claims are processed accurately and in a timely manner
						Assurance	To ensure there are effective processes and procedures in place for protecting and recovering finances
						Assurance	To ensure that expenditure against the Disabled Facilities Grant budget is monitored closely
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Debt Recovery			2	7	9	Reasonable Assurance	Clear guidance on debtors in place for service users and Income and Payments team to follow
						Reasonable Assurance	To ensure there is a robust process for setting up Debtors accounts
						Reasonable Assurance	Monitoring of unpaid DD's (ARUDD) and DD amendments and cancellations (ADDACS). Follow up action taken where necessary
						Reasonable Assurance	To ensure PIM's have been authorised in a timely manner and by a separate officer to the initiator. Confirming that authorisation was in line with the debtor approver limit
						Reasonable Assurance	Clear and current policy in place covering every dept and all stages of debt recovery
						Reasonable Assurance	Procedure in place covering every dept and all stages of debt recovery and who is responsible for these

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Debt Recovery			2	7	9	Reasonable Assurance	The debtors control account is reconciled to the general ledger account on a regular basis to ensure that all debts raised, and income received is recorded in the general ledger
						Reasonable Assurance	An aged debtor's report is produced and actioned as per guidance by every dept
						Reasonable Assurance	There is a consistent approach to write off across each dept in CDC