

# **Chichester District Council**

## **CORPORATE GOVERNANCE & AUDIT COMMITTEE**

**19 January 2016**

### **Progress Report – Audit Plan**

#### **1. Contacts**

**Report Author:**

Stephen James – Principal Auditor

Tel: 01243 534736

E-mail: [sjames@chichester.gov.uk](mailto:sjames@chichester.gov.uk)

#### **2. Recommendation**

**The committee is requested to consider and note the Audit Reports and progress against the Internal Audit Plan.**

#### **3. Main Report**

##### **3.1. Project Management**

This review looked at the processes and procedures as laid down in the CDC Project Management Guide were being followed. Internal Audit found that the controls appeared to be working satisfactorily in relation to project management at CDC. However, there is a need for a more coordinated approach to the identification of all projects running across the Council and to a uniform approach in the electronic storage of documents.

Internal Audit has made 3 recommendations 1 Important and 2 Minor which have been agreed by management.

##### **3.2. Building Control**

This audit carried out testing on the controls in place to ensure that the Building Control Fees are collected, and that revenue is being monitored. The audit found that the raising of Building Control Fees had been maintained and operating as per the procedures in place. However, it was found that there are a few areas where improvements are required around the review of fees and charges and monitoring of the breakeven point.

Internal Audit has made 3 recommendations all classified as important which have been agreed by management.

##### **3.3. Housing Register**

The scope of this audit was to test the controls in place relating to applicants being placed on the housing register, also to follow up on previous audit report recommendations.

Internal Audit found that the application, registration and bidding process is comprehensive and being followed by the Council. The system used (Locata) has been in place for a number of years and enhancements are costly. The

Council together with other members of the Sussex region are looking to go out to tender for a new system.

Internal Audit has made 3 recommendations 2 Important and 1 Minor which have been agreed with management.

#### **4. Background**

4.1. Not Applicable

#### **5. Outcomes to be achieved**

5.1. Not Applicable

#### **6. Resource and legal implications**

6.1. Not Applicable

#### **7. Consultation**

7.1. Not Applicable

#### **8. Community impact and corporate risks**

8.1. Not Applicable

#### **9. Other Implications**

Are there any implications for the following?		
	Yes	No
<b>Crime &amp; Disorder:</b>		√
<b>Climate Change:</b>		√
<b>Human Rights and Equality Impact:</b>		√
<b>Safeguarding:</b>		√
<b>Other (Please specify):</b>		√

#### **10. Appendices**

- 10.1. Progress Report – Audit Plan
- 10.2. Project Management Audit
- 10.3. Building Control Audit
- 10.4. Housing Register Audit

#### **11. Background Papers**

11.1 None