

# Audit and Governance Committee Report



## 20 March 2013

Report of: **Strategic Director**

Author: **Steve Bishop**

Telephone: **01235 540332**

Telephone: **01491 82381**

E-mail: [steve.bishop@southandvale.gov.uk](mailto:steve.bishop@southandvale.gov.uk)

To: **Audit and Governance Committee**

Date: **20 March 2013**

Wards Affected  
All

## Actions arising

### Recommendation

That members note the content of the report

### Purpose of report

1. The purpose of this report is to respond on actions arising from previous committee meetings.
2. The contact officer for this report is Steve Bishop, strategic director and s.151 chief finance officer for South Oxfordshire District Council and Vale of White Horse District Council, telephone (SODC) 01491 823831 and (VWHDC) 01235 540332.

### Strategic objectives

3. To assist the council to manage its business effectively by providing an assurance framework to monitor the overall adequacy and effectiveness of the internal control environment.

### Matters arising

<b>(a) Comments on internal audit reports not presented to committee – National non-domestic rates</b>	<b>Committee Date – 21 March 2012</b>
The committee requested that when further details of the government's changes to the national non-domestic rates system became available, Cabinet, Council and this committee should be informed.	
<b>Comment</b> Details of the how the new localisation of	<b>Action</b> Recommend remove from actions

business rates system will work and its financial implications were given in the 2013/14 budget setting report as considered by Cabinet (8 February 2013), Scrutiny Committee (14 February 2013) and Council (20 February 2013).	arising list.
--	---------------

<b>(b) Internal audit activity report – quarter 2 2012/13</b>	<b>Committee Date – 26 September 2012</b>
The committee asked the audit manager to follow up the need to reconcile weighbridge data for the amount of recycled waste collected.	
<b>Comment</b> The waste team have completed a reconciliation spot check of Q1 2012/13, and are aware that they need to complete further spot checks. Internal audit will continue to monitor progress against this recommendation.	<b>Action</b> Retain on actions arising list.

<b>(c) Internal audit activity report – quarter 2 2012/13</b>	<b>Committee Date – 26 September 2012</b>
The committee asked the strategic director to review the process to record data once and pass it on to services when new homes are built and occupied.	
<b>Comment</b> The council has a single website page to capture information needed to update the council's records and this has been revised recently.	<b>Action</b> Recommend remove from actions arising list.

<b>(d) Comments on internal audit reports not presented to committee</b>	<b>Committee Date – 26 September 2012</b>
The committee asked the officers to seek legal advice on whether certain post holders can be required to undertake a Criminal Records Bureau check.	
<b>Comment</b> The Head of Legal and Democratic Services has concluded that the roles of the internal audit and benefit fraud teams do not justify Disclosure and Barring Services (formerly Criminal Records Bureau) checks. They do not work with children or vulnerable adults so would not be eligible for an enhanced check. They do not fall within any of the categories or professions listed in the guidance for standard checks. The council cannot overcome any restrictions by obtaining an applicant's/employee's consent. The guidance is quite clear that the council is legally responsible for ensuring that it is entitled to ask a person to reveal their conviction history.	<b>Action</b> Retain on actions arising list.

STEVE BISHOP  
STRATEGIC DIRECTOR