



## Report of the Chief Finance Officer

Special Audit Committee – 29 January 2020

# Cleansing Service - Findings Update Internal Audit Report 2019/20

<b>Purpose:</b>	To provide an update of the audit of the Cleansing Service in the Waste, Parks & Cleansing Department.
<b>Report Author:</b>	Jeremy Davies (Group Leader Parks & Cleansing)
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Rhian Millar

### Internal Audit on Cleansing Service – Update December 2019

#### 1. Introduction

- 1.1 As a result of an internal audit carried out in April 2019 on the Cleansing Service, an assurance level of moderate was given.
- 1.2 An action plan was developed to address the recommendations identified and appropriate implementation steps put in place.
- 1.3 The action plan identified the following High Risk (HR) and & Medium risk (MR) actions:

- (2.1.1) An Authorised Signatory list should be compiled for the Service. (MR)

**Progress to Date:** Action complete, the list has been compiled and is maintained by the Finance and Administration Manager.

- (2.1.9) All staff in the Service should adhere to the corporate flexitime policy unless there is a clear service need to adopt an alternative model. Any

variations to the corporate policy must be clearly documented and approved by the Head of Service and Employee Services. (HR)

**Progress to Date:** Action complete. A meeting was held with affected parties. The policy is now being adhered to including ongoing monitoring.

- (2.3.2) CPRs should be adhered to where single or cumulative expenditure with a supplier exceeds £5k. (MR)

**Progress to Date:** Action complete. The same action was raised in the Parks audit of 2018 and significant change had already been implemented to prevent recurrence.

- (2.8.1) All employees should be reminded of the travel and subsistence policy and all claims should be completed in sufficient detail to allow the journey mileage to be verified as per the policy. Any home to base mileage should also be deducted from any claims. (MR)

**Progress to Date:** Action Complete. Resolved with training by Senior Cleansing Manager and includes ongoing monitoring.

- (2.8.2) The officers highlighted should be asked to provide evidence of vehicle insurance cover. (MR)

**Progress to Date:** Action complete. Cover checked and documented at Home Farm. These checks occur annually.

## **2. Equality and Engagement Implications**

- 2.1 There are no equality and engagement implications associated with this report.

## **3. Financial Implications**

- 3.1 There are no financial implications other than those set out in the body of the report.

## **4. Legal Implications**

- 4.1 There are no legal implications other than those set out in the body of the report.

**Background Papers:** None.

## **Appendices:**

Appendix A - Final Internal Audit Report Waste, Cleansing & Parks Cleansing Service 2019/20.