



Report of the Head of Cultural Services

Governance and Audit Committee – 9 November 2022

Moderate Report - Destination Lettings 2022/23

Purpose:	To provide an update and response to the 2022 internal audit of Destination lettings.
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For Information	

Service response to the internal audit of Destination lettings

1. Introduction

- 1.1 As a result of an internal audit on the Destination Lettings function carried out in 2022, 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 and is appended to this report.
- 1.3 This report addresses the 1 x High Risk (HR) and 1 x Medium risk (MR) actions:

- **Mumbles Hill Caravan Park**
(2.1.4) Care should be taken to ensure all licensees are invoiced as required. (MR)

Agreed and updated actions – With immediate effect the outstanding invoice identified has been completed, resource issues with delay replacing member of staff, due to start 31/10/22.

Checking and monitoring process in place and an online service investigated.

(2.1.5) Licences should not be renewed if there are significant arrears from previous years. (HR)

Agreed and updated actions – All outstanding debts are now cleared or have repayment plans in place. Team following legal guidance undertook for the first time the removal of a caravan off site with tenant given until 15/9/22, confirmed this has now left the site. The large debt had unprecedented reasons for not responding to calls, emails during the period.

Officers will now look at ensuring continuation of this hard system of recovery following discussions with legal colleagues and further, the proposed online service will also flag issues earlier.

1.4 All other reported risks were Low Risk (LR) and Good Practice (GP).

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 - Foreshore and Lettings – Management Action Plan 2022/23

Appendix B IIA screening