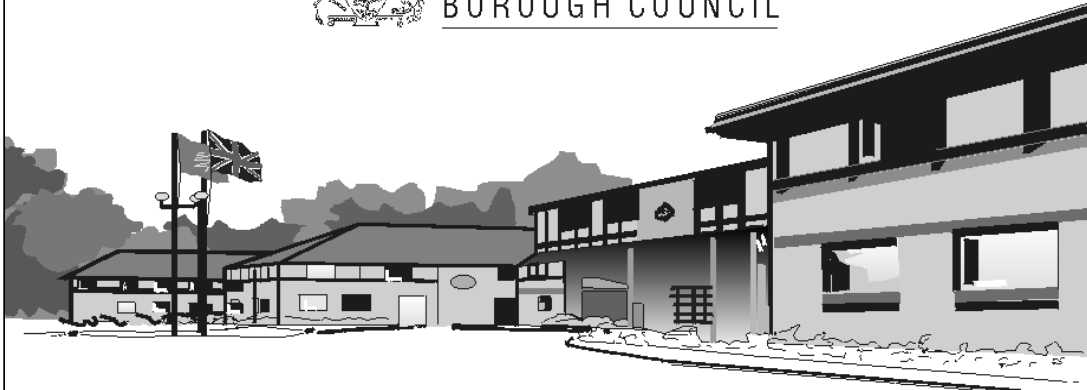




**GEDLING**  
BOROUGH COUNCIL



# INTERNAL AUDIT

# *Report*

*2005-2006*

**Supporting People.**

Chris Ellis  
June 2005.

**GEDLING BOROUGH COUNCIL**

**INTERNAL AUDIT REPORT**

**SYSTEM AUDIT**

**SUPPORTING PEOPLE.**

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## **1. INTRODUCTION**

- 1.1 In support of the Housing Rents audit a review has been carried out on the operation of the Supporting People scheme. This area was identified by the annual audit risk assessment as an area for review and had also been raised as a concern by the Audit Commission.
- 1.2.1 The review established the current procedures and controls in place within the Housing Department in relation to the operation and administration of the scheme. Specific review was undertaken of the processing of credits received from the Supporting People team of NCC. Overall reviews were also undertaken of the contracts, the calculation of charges and the claims process.

## **2. CONDUCT OF AUDIT**

- 2.1 Background information on the aims, set up and operation of the scheme were obtained from various sources. These included ODPM, DTLR and the Audit Commission.
- 2.2 The operation of the scheme was discussed with staff from Housing and Housing Benefits
- 2.3 Contracts were obtained and reviewed. The calculation of scheme charges were checked with supporting working papers and these were then included in the contracts as a schedule of rates.
- 2.4 Aspects of control and payment processing were discussed with the Rent and Resources team. In addition the NCC Supporting People team in Mansfield were contacted in relation to payment processing and related control topics.
- 2.5 The assistance and co-operation of all staff involved in this audit assignment is acknowledged and appreciated.

## **3. EXECUTIVE SUMMARY**

- 3.1 From the review undertaken of the Supporting People scheme there appears little risk to Gedling from loss of revenue. The rent and sundry charges levied for each property are payable by the tenant, or if eligible, by Housing Benefit and Supporting People grant.
- 3.2 However from an overall control aspect there would appear to be a weaknesses in the Supporting People system due to the fact that there is no mechanism in place for the SP team of NCC to be notified of HB claimants who cease to remain eligible for benefit.

### **AUDIT ASSURANCE.**

As a result of the work undertaken during the audit, it was concluded that the operation of the Supporting People scheme within GBC is well controlled and there is little risk of financial loss to GBC.

**IMPLEMENTATION PLAN**

<b>REC (Risk)</b>	<b>RECOMMENDATION</b>	<b>RESPONSIBLE OFFICER</b>	<b>MANAGEMENT COMMENT</b>	<b>IMPLEMENTATION DATE</b>
<b>4.2.2 Med</b>	It is <b>recommended</b> that an investigation is carried out to see if the rents system can produce a report of rent accounts where SP payments are being received but Housing Benefit is not paid. The rent section should review the report and identify cases where benefit has been withdrawn. The rent section should notify the Supporting People team of such cases in case this impacts on their status for SP purposes.	Rent & Resources Manager.	Housing will write a report to identify these cases.	Implemented.