

INTERNAL AUDIT FOLLOW UP OF RECOMMENDATIONS REPORT

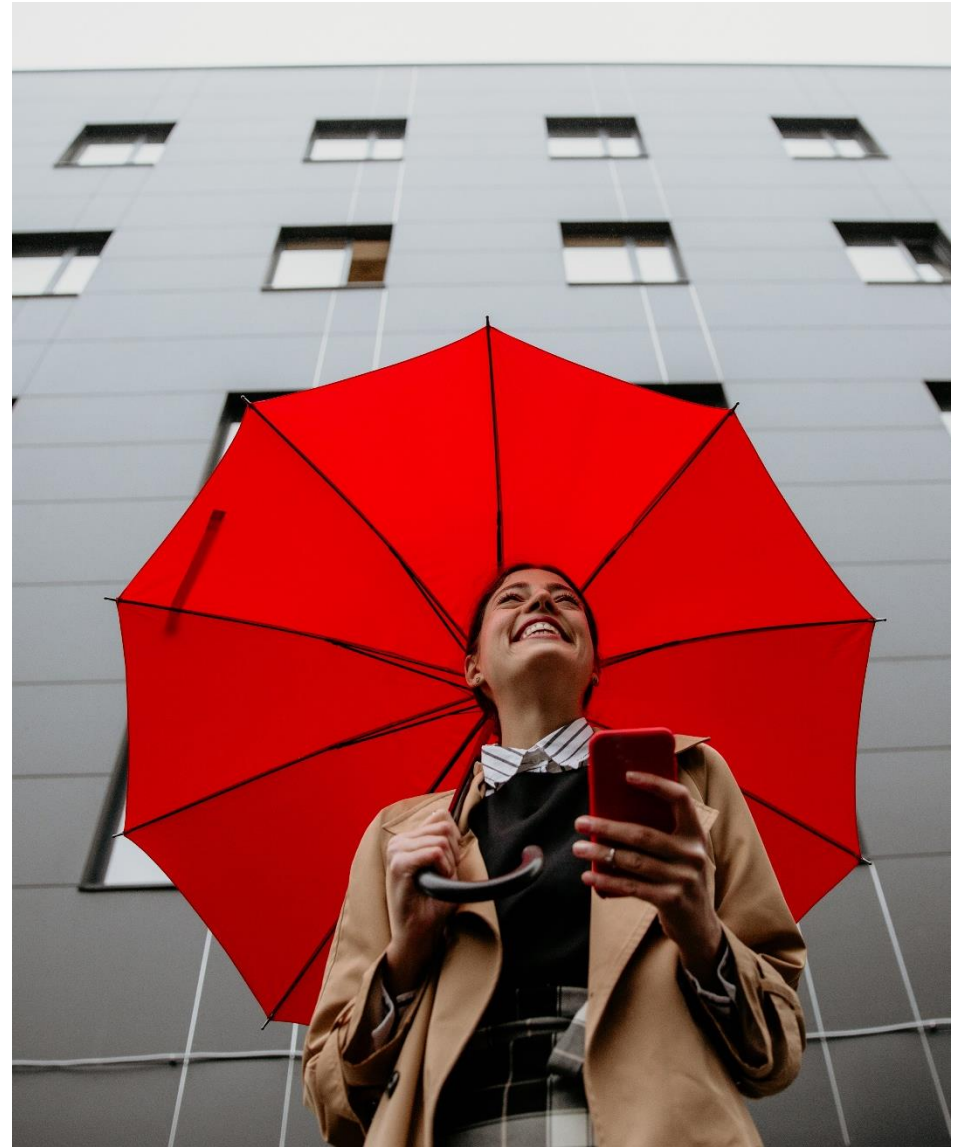
GEDLING BOROUGH COUNCIL

2024/2025



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SUMMARY

2022/23 AND PRIOR	Total Recs	H	M	To follow up	Complete		In progress		Overdue		Not Due	
					H	M	H	M	H	M	H	M
Asset Management (21/22)	1	-	1	-	-	-	-	-	-	1	-	-
Risk Maturity (21/22)	2	-	2	-	-	1	-	-	-	1	-	-
Procurement and Contract Management (21/22)	5	1	4	-	-	-	-	-	-	5	-	-
Main Financial Systems (MFS) (22/23)	3	-	3	3	-	-	-	-	-	-	-	3
Business Continuity and Emergency Planning (22/23)	3	1	2	2	-	-	-	-	-	-	-	2
Total	14	2	12	5	-	1	-	-	-	7	-	5

2023/24	Total Recs	H	M	To follow up	Complete		In progress		Overdue		Not Due	
					H	M	H	M	H	M	H	M
Health and Safety	3	-	3	-	-	1	-	-	-	-	-	2
Project and Programme Management	2	-	2	-	-	-	-	-	-	-	-	1
Safeguarding	3	2	1	-	2	-	-	-	-	-	-	1
Community Health and Wellbeing	1	-	1	-	-	-	-	-	-	-	-	1
Generating External Income	4	-	4	-	-	-	-	-	-	-	-	4
Main Financial Systems (MFS)	4	-	4	-	-	2	-	-	-	-	-	1

Budget Setting and Efficiency Savings	2	-	2	-	-	1	-	-	-	-	-	1
Total	19	2	17	-	2	6	-	-	-	-	-	11

2024/25	Total Recs	H	M	To follow up	Complete		In progress		Overdue		Not Due	
					H	M	H	M	H	M	H	M
Environment: Carbon Management Strategy	2	-	2	2	-	-	-	-	-	-	-	2
Cemeteries and Pet Cremation Services	1	-	1	1	-	-	-	-	-	-	-	1
Total	3	-	2	2	-	-	-	-	-	-	-	3

SUMMARY

2022/23 AND PRIOR

Please find below a summary of the status of implementation of recommendations arising from reports issued in 2022/23 and prior and prior.

- ▶ We provided a new target date of 31 December 2024 for the one overdue recommendation reported in our September 2024 follow up report. This was for a recommendation from 21/22 (Asset Management). We have not followed up on this yet as we have not reached the revised due date, so it is not detailed in this report, but we note that this remains overdue at present.
- ▶ There were no actions due for follow up in this quarter as the revised dates for the ongoing actions had not yet fallen due. There are seven overdue actions, the majority of these relate to Procurement and Contract Management, which is progressing significantly and is complex. We expect in the new year the majority of these recommendation can be fully implemented. The Council is currently appraising options for a new procurement provider, which should conclude early in the new year, at which point the majority of these recommendation can be fully implemented. We revised the target date to 31 March 2025 for the majority of these and therefore have not yet fallen due, however as we have revised the target multiple times for these reviews, we include them in the ‘overdue’ section for completeness.
- ▶ Positively, one risk maturity recommendation has now been completed ahead of the revised target date.

2023/24

Please find below a summary of the status of implementation of recommendations arising from reports issued in 2024/2025.

- ▶ Of the 17 recommendations made none were due for follow up in the quarter, and these will be reported on at March 2025 Audit Committee.

2024/25

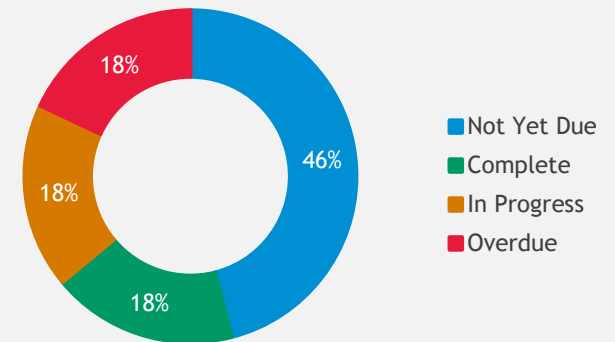
No recommendations are yet due from our 2024/2025 reports.

Overall, the cumulative position to date is that 36% of recommendations are complete or in progress and 18% are overdue. However, as raised above, the overdue recommendations largely relate to procurement and contract management, which are complex and will be resolved in early 2025. 46% of recommendations were not due for follow-up, therefore the next follow up report in March 2025 will provide a clearer indication of the Council’s overall position.


REQUIRED AUDIT COMMITTEE ACTION:

We ask the Audit Committee to note the progress against the recommendations.



2024/2025 Cumulative implementation on report recommendations.







RECOMMENDATIONS: COMPLETE

AUDIT	ACTIONS AGREED	PRIORITY LEVEL	MANAGER RESPONSIBLE	DUE DATE	CURRENT PROGRESS
21/22 Risk Maturity	<p>Provide risk management training to all staff across the Council on a periodic basis as part of mandatory training cycles. The level of training should be proportional to the level of responsibility for risk management the officer/member holds.</p> <p>Heads of service and managers should be provided with comprehensive training to enable them to identify and adequately document a risk, identify appropriate mitigating controls and assurances and identify SMART actions to mitigate the risks.</p> <p>Officers below manager level should be provided with training to give them a sufficient understanding and appreciation of the importance of risk management and how it impacts their role.</p> <p>a) As a minimum, it should be every officer's responsibility to be aware of what risk is, to be able to identify factors that could indicate an increased level of risk that may need to be escalated to their manager and to report on this when it is identified.</p>	<p>Medium</p> 	Tina Adams, Chief Finance & S151 Officer	<p>30/09/24</p> <p>31/10/24</p>	<p><u>Management Comments:</u></p> <p>A risk management workshop took place on the 28 November October and includes all Assistant Directors and other managers who have risks assigned to them. This will capture all existing staff that need to be trained. This was the key element that required completion in our opinion, and information can be cascaded to more junior staff.</p> <p><u>Internal Audit Comments:</u></p> <p>We are satisfied with the progress made and deem this complete.</p>

RECOMMENDATIONS: OVERDUE

AUDIT	ACTIONS AGREED	PRIORITY LEVEL	MANAGER RESPONSIBLE	DUE DATE	CURRENT PROGRESS
21/22 Asset Management	<p>a) A series of KPIs) should be agreed by the Property Services team and reported in a formal report each month to the Property Services Manager, for example:</p> <ul style="list-style-type: none"> · % rental income from Council properties received within 30 days · Value of outstanding rental income · % repairs completed within a specified number of days from the original request · % of projects where cost is within +/- 5% of the estimated outturn · % of projects falling within +/- 5% of the estimated timescale · Customer satisfaction levels are above XX% · % split between planned and responsive maintenance. <p>The Council should ensure that all Property Services Service Plan reports include a progress update against each KPI to ensure the SLT are aware of the progress being made against each of the measures. This should include some narrative in the report to explain the actions undertaken towards the completion of KPIs.</p>	<p>Medium</p> 	Emma Wimble, Property Services Manager	<p>31/12/2022 30/11/2023 30/06/2024 31/12/2024</p>	<p><u>Internal Audit Comments:</u> We did not receive management comment on this when requested at the last quarter reporting stage. While this revised date had not fallen due, we have kept this in for completeness.</p>
21/22 Risk Maturity	<p>Once the other recommendations from the report have been implemented and embedded to improve the foundations of the Council's risk management function, KPIs should be used to measure the effectiveness of risk management activity</p>	<p>Medium</p> 	Tina Adams, Chief Finance & S151 Officer	<p>31/12/2022 30/11/2023 30/06/2024 31/12/2024</p>	<p><u>Internal Audit Comments:</u> This has been delayed in line with the implementation of the new risk management process as we are awaiting templates from the supplier to enable the system to be populated.</p>

AUDIT	ACTIONS AGREED	PRIORITY LEVEL	MANAGER RESPONSIBLE	DUE DATE	CURRENT PROGRESS
	at the Council. This can include the proportion of risks operating at the target level and/or the overall effectiveness of risk management (current risk versus target risk etc.). See Appendix II for a list of possible KPIs.				
21/22 Procurement and Contract Management	<p>Prior to the SLA being reviewed, the Council should review the included KPIs and assess if they are SMART (specific, measurable, attainable, realistic, time-bound), or suggest appropriate alternatives</p> <p>b. For each KPI, an appropriate target should be set and agreed with Bolsover District Council</p> <p>c. The Procurement Strategy should detail how the performance of the Procurement Team will be measured and monitored</p> <p>d. Monthly or quarterly performance against the KPIs should be reported, and where performance is below-target, appropriate steps should be taken to rectify this</p> <p>e. A satisfaction survey should be sent to Officers involved in a procurement process, on a bi-annual basis to actively receive feedback.</p>	Medium 	Tina Adams, Chief Finance & S151 Officer	30/09/2023 30/11/2023 30/06/2024 31/03/2025	<u>Internal Audit Comments:</u> As discussed on page The Council is currently appraising options for a new procurement provider, which should conclude early in the new year, at which point the majority of these recommendation can be fully implemented. We revised the target date to 31 March 2025 for the majority of these and therefore have not yet fallen due, however as we have revised the target date multiple times for these reviews, we include them in the 'overdue' section for completeness.
21/22 Procurement and Contract Management	<p>The Council should run a supplier spend report for 1 April 2021 to 31 March 2022 and review the aggregate spend for all suppliers with expenditure greater than £10,000. This should be completed on an annual basis with appropriate action taken to ensure compliance with Council procurement rules</p> <p>b. All procurements over £10,000 should go through the Procurement team and officers should be reminded via email of this requirement</p> <p>c. The Contracts Register should be</p>	Medium 	Tina Adams, Chief Finance & S151 Officer	30/09/2023 30/11/2023 30/06/2024 31/03/2025	<u>Internal Audit Comments:</u> As above

AUDIT	ACTIONS AGREED	PRIORITY LEVEL	MANAGER RESPONSIBLE	DUE DATE	CURRENT PROGRESS
	updated quarterly and published on the Council's website.				
21/22 Procurement and Contract Management	<p>The Council should review and update both documents to ensure they are consistent with each other and relevant legislation</p> <p>b. The Council should complete, approve and finalise its Procurement Strategy as soon as possible</p> <p>c. The Council should ensure the Social Value Policy includes the above areas</p> <p>d. The responsibility of ensuring that committed social value benefits are delivered should be included within the contract management guidance per Finding 2</p> <p>e. The Procurement Strategy should be finalised, approved by Cabinet, published and communicated to officers to raise awareness.</p> <p>The following link could be used to support the development of a Council Social Value Policy. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940827/Guide-to-using-the-Social-Value-Model-Edn-1.1-3-Dec-20.pdf</p>	Medium 	Tina Adams, Chief Finance & S151 Officer	30/09/2023 30/11/2023 30/06/2024 31/03/2025	<u>Internal Audit Comments:</u> As above
21/22 Procurement and Contract Management	<p>a. Contract Managers should ensure accurate contract renewal information is included in the Contracts Register, and proactively monitor their contracts with respect to renewal.</p> <p>b. The Procurement team should report on its monitoring of contract renewals via its workplan on a monthly basis.</p>	Medium 		30/09/2023 30/11/2023 30/06/2024 31/03/2025	<u>Internal Audit Comments:</u> As above

FOR MORE INFORMATION:

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The matters raised in this report are only those which came to our attention during the course of our audit and are not necessarily a comprehensive statement of all the weaknesses that exist or all improvements that might be made. The report has been prepared solely for the management of the organisation and should not be quoted in whole or in part without our prior written consent. BDO LLP neither owes nor accepts any duty to any third party whether in contract or in tort and shall not be liable, in respect of any loss, damage or expense which is caused by their reliance on this report.

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