

**AUDIT & GOVERNANCE COMMITTEE**  
**20 July 2022**

**Report of the Audit Working Group 22 June 2022**

**Report by Lorna Baxter, Director of Finance**

**RECOMMENDATION**

1. The Committee is RECOMMENDED to note the report.

**Executive Summary**

1. The Audit Working Group (AWG) met on 22 June 2022. The group received updates from Senior Officers regarding the implementation of agreed actions from the three internal audits of GDPR, Fleet Management and Cleaning Asset Management.

**Introduction**

2. Attendance:  
Full Meeting: Chairman Dr Geoff Jones Councillors: Roz Smith, Brad Baines, Judy Roberts, Freddie VanMierlo. Apologies: Councillor Donna Ford.  
  
Officers: Sarah Cox, Chief Internal Auditor, Cameron Maclean, Committee Officer, Ian Dyson, Assistant Director of Finance, Georgina Cox, Senior Auditor, Steve Jorden, Corporate Director  
  
Part Meeting: Anita Bradley, Director of Law & Governance, Tessa Clayton, Audit Manager, Belinda Stanton, Project Manager, Anthony Hulsman, Head of FM.

**Matters to Report:**

3. During the review of the minutes from the previous AWG meeting held in January 2022, members of the AWG decided that they would request an update on the governance and risk management arrangements for the HIF1 Programme (Housing Infrastructure) at the October 2022 AWG meeting.
4. Update on implementation of actions from Internal Audit of GDPR 2021/22.  
  
The group received an update on the progress in implementing the agreed actions from the audit of GDPR 2021/22. The group were informed of the

appointment of a new interim Head of Information Governance, who is leading on addressing the weaknesses identified. The group noted the wider work being undertaken by the team to support the findings of the audit and address the current risks, which includes data retention, GDPR health check, podcast training for Adult Social Care and Public Health Staff, Information Asset Register workshops. The group acknowledged that the timescales for implementation of some of the outstanding actions had been extended but were satisfied with the revised timescales and actions now planned. The group asked for an update to be brought back to the February 2023 meeting of the AWG.

5. Update on implementation of actions from Internal Audit of Fleet Management 2021/22

The group received an update on the progress with the implementation of the agreed actions from the Fleet Management Audit 2021/22 and an update on the One Fleet Project. The group noted good progress with implementation of the agreed action plan and that the One Fleet project, which will centralise fleet operations and address the current areas of risk, will be completed by March 2023. The group were satisfied with the actions planned as part of delivering the One Fleet project and asked officers to return to provide an update to the April 2023 AWG meeting.

6. Update on implementation of actions from Internal Audit of Cleaning Asset Management 2021/22

The audit of Cleaning Asset Management 2021/22 was giving the overall grading of Red due to the control weaknesses identified. The audit had been undertaken at the request of the Corporate Director, to review the robustness of asset management controls within the service following a theft in Q3 2021 by an employee. Actions due for implementation have all been implemented and the AWG were pleased to note good progress has already been made to address and implement the remaining actions which are not yet due until September 2022. The group were satisfied with the actions being undertaken to address the areas of risk identified. The implementation of the remaining actions will be followed up through the routine Internal Audit monitoring system.

## Financial Implications

7. There are no direct financial implications arising from this report.

Comments checked by: Lorna Baxter, Director of Finance  
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## Legal Implications

8. There are no direct legal implications arising from this report.

Comments checked by: Anita Bradley, Director of Law and Governance  
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Lorna Baxter  
Director of Finance

Annex: None  
Background papers: None

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June 2022

Next AWG meeting: 12 October 2022.