

**AUDIT & GOVERNANCE COMMITTEE**  
**20 September 2023**

**Report of the Audit Working Group 13 September 2023**

**Report by Director of Finance**

**RECOMMENDATION**

1. The Committee is RECOMMENDED to note the report.

**Executive Summary**

2. The Audit Working Group (AWG) met on 13 September 2023. The group received a further update on the on the implementation of actions from the previous internal audit of Fleet Management Compliance 2021/22, and the implementation of the new One Fleet Strategy. The group received a briefing on the Capital Asset Disposal Process.

**Introduction**

3. Attendance:  
Full Meeting: Chairman Dr Geoff Jones. Councillors: Roz Smith, Brad Baines, Judy Roberts, Yvonne Constance OBE  
  
Officers: Full meeting: Shilpa Manek, Committee Officer, Katherine Kitashima, Audit Manager, Paul Grant, Head of Legal  
  
Officers: Part meeting: Lorna Baxter, Director of Finance, Vic Kurzeja, Director of Property, Mark Smith, Strategic Fleet Manager  
  
Apologies: Sarah Cox, Chief Internal Auditor, Ian Dyson, Assistant Director of Finance, Anita Bradley, Director of Law & Governance

**Matters to Report:**

**Internal Audit of Fleet Management Compliance 2021/22**

4. Officers previously attended the AWG in April 2023 to provide an update on the implementation of actions from the audit of Fleet Management Compliance 2021/22 and the implementation of the One Fleet Strategy. The group had requested a further update on the implementation of "One Fleet" to be brought back to the September 2023 AWG meeting.

5. The audit had identified instances of non-compliance with both legal and safety requirements, supporting the need for the new approach. It also highlighted that due to the uncoordinated approach to fleet management, there was no Council-wide assurance or information available on the management and safety of the Council's fleet. The AWG had previously noted the actions taken by officers to address the weaknesses identified with the "One Fleet" approach to fleet management going forward, including the implementation of a new fleet management IT system, and a new procurement strategy.
6. The AWG noted that the implementation of "One Fleet" will facilitate improved oversight of fleet assets and ensure greater consistency in relation to vehicle procurement, management and disposal. The group were informed of the challenges with the implementation of the remaining areas where improvements are required. This included resolving compatibility issues in fully implementing the fleet IT system. The group will be updated on the full implementation of the remaining actions through the routine Internal Audit follow up process. The group requested a more general update to be brought to a future meeting covering the role of IT in the procurement and project management of new system implementations and associated governance arrangements. This is planned for the November 2023 meeting.

### **Capital Asset Disposals Process**

7. Officers provided the group with a briefing on the Capital Asset Disposal Process. This included that all disposals are in line with the Council's Property & Asset Strategy, the Council's Capital Governance processes, financial regulations, and relevant approvals. The group considered specifically the Rewley Road proposal and officers provided an update on the application of the governance arrangements in line with the Capital Asset Disposal Process.
8. The group were satisfied with the governance arrangements in place for Capital Asset Disposal and the next governance steps outlined for the Rewley Road proposal.

### **Financial Implications**

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

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

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

Comments checked by: Paul Grant, Head of Legal  
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Lorna Baxter  
Director of Finance

Annex: None  
Background papers: None

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September 2023

Next AWG meeting: 8 November 2023