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| Report to: | AUDIT COMMITTEE |
| Relevant Officer: | John Blackledge, Director of Community and Environmental Services |
| Date of Meeting | 20 October 2016 |

SELECTIVE LICENSING SCHEME – INTERNAL AUDIT

1.0 Purpose of the report:

1.1 To update the Audit Committee on actions taken to address the recommendations of the Internal Audit review on the Selective Licensing Scheme.

2.0 Recommendation(s):

2.1 To consider the updates on the actions taken to address the recommendations of the internal audit report.

3.0 Reasons for recommendation(s):

3.1 The update is presented following a request from the Audit Committee at its last meeting on 22 September 2016.

3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.2b Is the recommendation in accordance with the Council's approved budget? Yes

3.3 Other alternative options to be considered:

None

4.0 Council Priority:

4.1 The relevant Council Priority is "Communities: Creating stronger communities and increasing resilience"

5.0 Background Information

5.1 At its meeting of 22 September 2016, the Audit Committee noted the review had identified that the expenditure incurred by the Selective Licensing Scheme was reasonable and in line with the delivery of the scheme. However, it had also been considered that there should have been more robust budget management by the service to ensure that budgets for schemes reflected actual expenditure and that the focus of the service had been on outcomes rather than monitoring resources.

5.2 The Committee agreed to request that the Director of Community and Environmental Services be invited to attend the next meeting of the Committee in order to discuss the internal audit report in more detail, the lessons learned and the action plan following the audit recommendations.

5.3 On 27 June 2016, Internal Audit issued its report on the review of the LightPool project, which had been established to review:

- Expenditure attributed to the Selective Licensing Scheme to ensure each transaction is appropriate and relates to the scheme and thereby ascertain whether fee levels charged to landlords are appropriate; and
- The apportionment of time spent on the scheme by staff who also perform other duties and whether this has been appropriately accounted for.

5.4 The detailed recommendations of the Internal Audit and planned actions are included in attached Action Plan (Appendix 3a). The Director of Community and Environmental Services will be in attendance at the meeting to answer questions from the Committee in relation to the report and update Members on the progress of mitigating the concerns raised in the report.

Does the information submitted include any exempt information?

No

5.5 List of Appendices:

Appendix 3(a) – Agreed Action Plan

6.0 Legal considerations:

6.1 None

7.0 Human Resources considerations:

7.1 None

8.0 Equalities considerations:

8.1 None

9.0 Financial considerations:

9.1 Contained within the Action Plan (Appendix 3a).

10.0 Risk management considerations:

10.1 Contained within the Action Plan (Appendix 3a).

11.0 Ethical considerations:

11.1 None

12.0 Internal/ External Consultation undertaken:

12.1 None

13.0 Background papers:

13.1 None