

**ACTION POINTS FROM GOVERNANCE & AUDIT COMMITTEE MEETING HELD ON 25 SEPTEMBER 2013**

Minute No.	Action	Owner	Target Date	Progress	Feedback/Comments
309	<p><u>INTERNAL AUDIT PROGRESS REPORT</u></p> <p>The following questions were asked by Members:</p> <p><u>Does EK Services have a process regarding the changes to applicants for the bedroom tax reductions?</u></p> <p>They can apply for Discretionary Housing Payments to cover the shortfall. Naturally we would look into their household finances and outgoings to check that they couldn't afford it themselves and would always give the caveat that DHPs are not to be considered a long term solution and that the customer should be actively taking steps to move/find other accommodation as well. (Assistant Director)-EK Services)</p> <p><u>Regarding the Housing Allocations Policy</u></p> <p>Any households effected by bedroom tax and that are under occupying will be placed into Band B on the housing register if requested. (Housing Options Manager)</p> <p><u>Question - Also any assistance in speeding up the process for the victims of domestic abuse?</u></p> <p>Answer - Any household experiencing domestic abuse is able to approach the local authority for advice and assistance and we can explore their housing options, this is a statutory requirement. We have a Service Level Agreement in place with our local womens refuge to ensure when victims are ready to leave this supported environment they are appropriately prioritised which places them into band B on our housing register. (Housing Options Manager)</p>	Christopher Parker-EKAP	11 December 2013	Complete	Answers emailed to Democratic Services on 2 October 2013 and forwarded to G & A Members on the same day.
309	<u>Question - In the Environmental Protection review was the</u>	Christopher Parker-	11 December	Complete	Answers emailed to

<p><b>continued</b></p>	<p><u>removal of abandoned cars covered?</u></p> <p>Answer - The audit of Environmental Protection did not cover abandoned vehicles. The Council operates regular 'Cubit' operations which are administered by a different Council department to the Environmental Protection team.</p> <p><i>Question - Whether or not the Housing Allocation audit took account of recent changes in equalities legislation that we were given a presentation on last year. The audit report made reference to housing allocation being efficient but we also need to have due regard in the process for whether it is equal?</i></p> <p>Answer - No but we have a full audit of Equality and Diversity scheduled for Quarter 4.</p> <p><i>Question - Re the balanced scorecard – the staff qualifications target of 75% has not been changed for some time, why not more, who is not qualified?</i></p> <p>Answer - There are two members of staff who do not hold any relevant professional qualification within the team, however they are qualified by experience and with one of these Auditors leaving in December the qualification base will change over the coming months at the auditor level.</p>	<p>EKAP</p>	<p>2013</p>		<p>Democratic Services on 2 October 2013 and forwarded to G &amp; A Members on the same day.</p>
<p><b>314</b></p>	<p><u>FINAL STATEMENT OF ACCOUNTS</u></p> <p>Members asked for clarification as to why the decriminalisation reserve was named as such. Sarah Martin explained that this reserve was held in respect of on street car parking. The Council administers on street parking but this is on behalf of KCC. This reserve holds any unutilised revenues from parking charges and can be used to fund future parking, transport or environmental improvement related schemes'. <i>Sarah Martin advised Members that she would find out the reason why it was called the decriminalisation reserve.</i></p> <p>Members asked how the overpayment of £1.5 million in housing</p>	<p>Sarah Martin, Financial Services Manager</p>	<p>11 December 2013</p>	<p>Complete</p>	<p>This relates to the decriminalisation of car parking under the Road Traffic Act 1991</p>

	<p>benefit had arisen.</p> <p><i>Sarah Martin advised that she would get back to Members with a response to this query</i></p>				<p>The overpayment of HB relates to an accounting adjustment in respect of previous years where the level of HB overpayments was understated.</p>
<b>316</b>	<p><u>REVISION TO FINANCIAL PROCEDURE RULES ON REPORTING OF BALANCE SHEET DEBTS</u></p> <p>The report proposes that when a debt over £150,000 becomes 'aged' it will be reported to the next available ordinary council meeting. It is proposed that for those debts over £150,000 with payment terms of 30 days are reported to Council at day 60. At this stage the debt has been passed to EK Services and the first formal reminder letter has been sent. For those few debtors where the payment terms are 60 days, THEY will be reported to Council if the debt exceeds £150,000 at day 90. If however, the payment is made before the report to Council it will still be reported. Although Members felt this was a good idea it was suggested that Members should be made more aware of the Council's potential large liabilities.</p> <p><i>Sarah Martin advised that she would take this comment back to the Chief Executive for consideration.</i></p>	<p>Sarah Martin, Financial Services Manager</p>	<p>11 December 2013</p>	<p>Complete</p>	<p>The other potential liabilities have been captured within the financial risk assessment of reserves which will be going to Cabinet on 14 November 2013</p>