

**Public**  
**Key Decision – No**

## **HUNTINGDONSHIRE DISTRICT COUNCIL**

**Title/Subject Matter:** Internal Audit Actions – update report

**Meeting/Date:** Corporate Governance Committee  
26 March 2025

**Executive Portfolio:** Executive Councillor for Governance &  
Democratic Services  
Cllr Jo Harvey

**Report by:** Corporate Director – Finance and Resources  
(On behalf of Corporate Leadership Team)

**Wards affected:** All

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### **Executive Summary:**

This report summarises the progress in implementing management actions arising from final internal audit reports. Implementation of the actions are the responsibility of the relevant managers with oversight from Corporate Leadership Team.

### **Recommendation:**

The Committee is

### **RECOMMENDED**

To comment on and note the current position regarding actions arising from internal audit reports.

## 1. PURPOSE OF THE REPORT

- 1.1 This report presents the management actions that have been taken on the outstanding overdue actions reported to this Committee in November 2024.

## 2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 1.1 This report summarises the position regarding open actions arising from final internal audits.

## 3. ANALYSIS OF OPEN ACTIONS

- 1.2 For each report the open actions are summarised below.

Report Title	Late	On-Track	Total
Budgetary Control and Management		3	3
Code of Procurement		7	7
Corporate Enforcement Policy		1	1
Key Financial Controls		10	10
Overtime		1	1
Pay Software		1	1
Tree Management		1	1
Vehicle Maintenance Processes	1 *		1
<b>Grand Total</b>	<b>1</b>	<b>25</b>	<b>26</b>

\* This action has been redated for completed by Jun 2025 as shown in the next table

- 1.3 The actions that are on track all have completion dates in the future. These are summarised as follows

Report Title	Mar-25	Apr-25	May-25	Jun-25	Total
Budgetary Control and Management	2			1	3
Code of Procurement		6	1		7
Corporate Enforcement Policy	1				1
Green Bin implementation				1	3
Key Financial Controls	5	5			10
Overtime				1	1
Pay Software				1	1
Tree Management				1	1
Vehicle Maintenance Processes				1 *	1

- 1.4 The action from the Vehicle Maintenance Processes audit that has been redated to June 2025 relates to enabling all Operations Managers to have access to all training records and for those to be held centrally. There are currently a minimum of two officers in each service who have access to training records. The implementation of the action will add further to the ability to access training records. Having ensured in the short term that there are two officers to access these records there is limited risk to being able to deliver business on a daily basis.

#### **4. KEY IMPACTS / RISKS**

- 1.5 Each monthly meeting of CLT that reviews governance matters, now receives a report of any actions overdue for implementation and those due in the coming three months. CLT can ensure that action to ensure that actions are implemented or that the date is revised with good reason.

#### **5. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND/OR CORPORATE OBJECTIVES**

- 1.6 Corporate Priority 3 – Doing our core work well.

#### **6. RESOURCE IMPLICATIONS**

- 1.7 There are no additional resource requirements arising from this paper.

#### **7. REASONS FOR THE RECOMMENDED DECISIONS**

- 1.8 This report advises the Committee of the proposed action that SLT will agree with Internal Audit which is operational. It is reported to the committee that for assurance and oversight.

#### **8. LIST OF APPENDICES INCLUDED**

None

#### **9. BACKGROUND PAPERS**

None

#### **CONTACT OFFICER**

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