

Public
Key Decision – No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Internal Audit Actions – update report

Meeting/Date: Corporate Governance Committee
9 July 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

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 sets out the current position with respect to implementation of actions arising from Internal audit reports.

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 Appendix 1 sets out all the actions that remain open from final internal audit reports.

- 1.3 There are four actions that have been redated from the original target date.

Action ref	Audit	Original Date	Revised Date	Action Summary	Update
1754	Operations – Vehicle Maintenance Processes	31 Jan 2025	30 Sep 2025	To create full training records	Work is in progress and the full records for each staff member's training will be completed by revised date
3371	Code of Procurement 24.25	28 Apr 2025	30 Sep 2025	Revised Code of Procurement	First draft prepared to be reviewed with newly appointed Monitoring Officer
3375	Code of Procurement 24.25	31 May 2025	30 Nov 2025	Regular review of contracts	To be implemented now more resource in available in the team
3381	Key Financial Controls 24.25	31 Mar 2025	01 Sep 2025	Reconciliation of Debtors has a technical issue which has been raised with supplier	S151 Officer to escalate with Senior representatives at TechOne

- 1.4 The 33 remaining actions that are not yet due are summarised below by audit and by priority.

Audit Area	High	Medium	Low	Total
Commercial Estates Rent Review Processes and Invoicing	2	2		4
Cyber Essentials Assessment	2	6	2	10
Home and Hybrid Working	2	9	3	14
Recruitment and Retention	1	3	1	5
Grand Total	7	20	6	33

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

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