

Agenda Item:

Report to: Audit Committee

Date: 25 September 2007

Report from: Chief Auditor

Title of report: **SUMMARY AUDIT AND RISK REPORT**

Purpose of report: To inform the committee of internal audit findings. The Summary Audit and Risk Report attached contains the results of the audit of Parking Services Risk Self Assessment.

Recommendations: That the report be noted.

Summary Audit and Risk Report

Parking Services Risk Self Assessment

Background

1. A Risk Self Assessment for the Car Parking Service was previously undertaken in 2003 in accordance with the authorities [Risk Management Framework](#). The results of this self-assessment placed the service in the Medium Risk Category with a score of 35 out of a possible 60. Whilst this was not in the High category it was nevertheless the 4th highest scoring system in the authority. As part of continuous monitoring requirements a revised risk self -assessment has been prepared by the Car Parking Services Manager (CPSM) using the current risk survey form. Self-assessment requires identification of risks, documenting measures (controls) established to mitigate the risk to an acceptable level and scoring for potential impact and probability of occurrence of the residual risk.
2. The service is high visibility, customer focused, and provides approx. £3.7m income against £2.8m expenditure. The service employs 46 officers and has contracts in place for provision of IT hardware and software and cash collection from parking machines. Off street parking season tickets are available from a Parking Shop. Compliance with local regulations is ensured through Penalty notifications issued by Parking Wardens. Bailiffs provide a debt recovery service.

Audit Approach

3. The Audit approach to review of Risk Self-Assessments is to:
 - 3.1. Liaise with managers on the completion of the self-assessment to ensure that the methodology is fully understood.
 - 3.2. Provide further advice to management as required to ensure the quality of the self-assessment process.
 - 3.3. Review and discuss the final assessment with management, ensure adequacy of controls stated have been established by management on key aspects and test for compliance and effectiveness.
 - 3.4. Following a major structural reorganisation of the Car Parking service, a full systems review was undertaken in July 2001 and a number of recommendations for improvement were made. A 12-month follow up review found that a small number of recommendations remained outstanding. Opportunity was therefore taken as part of this Risk Review to revisit these outstanding issues to determine progress.

Key Risk Self Assessment Findings:

- 4.1 (1) Management are effectively monitoring statutory requirements and best practice and are taking action to identify and control relevant risks.
 - (2) Operational procedures are being effectively maintained but those relating to ensuring business continuity should be brought up to date.
 - (3) Risk of financial loss is minimised by adequate and effective controls
 - (4) Risk assessments of joint working proposals or new business opportunities should be undertaken at the proposal stage.
 - (5) Contractors / Partnerships performance is being adequately monitored.

Audit Conclusion - B Satisfactory.

- 5.1 The review has confirmed that the methodology is understood. Management have a good understanding on the need to manage risk through adequate and effective control. No major residual risks to the service have been identified but some improvement in control is possible to reduce residual risk further.
- 5.2 Outstanding recommendations from the previous review have, where still relevant, been implemented.

Summary Audit and Risk Report**Appendices and background documents:**

The full detailed report is available on request

Policy implications

Please tick if this report contains any implications for the following:

Equalities & Community Cohesiveness	<input type="checkbox"/>
Crime and Fear of Crime (Section 17)	<input type="checkbox"/>
Risk Management	<input checked="" type="checkbox"/>
Environmental issues	<input checked="" type="checkbox"/>
Economic / Financial implications	<input checked="" type="checkbox"/>
Human Rights Act	<input type="checkbox"/>
Organisational Consequences	<input type="checkbox"/>

Report written by

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