

FORMAL RESPONSE OR CONSULTATION REQUESTS FROM THE CABINET AND/OR SELECT COMMITTEES FOLLOWING MATTERS REFERRED BY THE COMMITTEE

- (a) Internal Audit Quarter 2 – Progress Report – ‘Review of Car Parking Income’ (Response from Environment Select Committee 20 March 2012 (Minute 40 (a)))

The Head of Environmental and Operational Services referred the Committee to the Internal Audit report included in the papers for the meeting and reported that the audit had raised some concerns but had found the service to be ‘adequate’. In terms of the findings within the report, the following actions had been agreed:

Finding One – Banking of Income: The Parking and Amenity Manager would investigate the reasons behind the differences between machine ‘audit’ tickets and the amount banked by Contract Security within three months.

Finding Two – Write off penalty charges notices (fines): Write off would be actioned on an annual basis.

Finding Three – Potential fraud and corruption: The Internal Auditor had recommended that the Parking and Amenity Manager should visit the Contract Security cash collection depot to ensure that the arrangements in place were as agreed within the terms of the contract. The Head of Environmental and Operational Services reported that this was more difficult as the recommendation related to inspecting an external contractor. Officers would pursue the recommendation and would liaise with the Auditor for some advice concerning how the recommendation could be taken forward.

In response to a question from the Committee the Head of Environmental and Operational Services reported that this problem was not unique to Sevenoaks District Council.

The Head of Environmental and Operational Services reported that the system for paying for parking over the telephone by credit card appeared to be working well.

The Chairman noted that the audit report recommended that the inside of ticket machines should be regularly inspected.

- (b) LPI HR 003 – Number of working days lost through long term sickness absence per FTE (>20 cumulative days) (Response from Services Select Committee 3 April 2012, Minute 40 (a))

Members noted that it had not been possible to gather all of the information required for consideration at the meeting, but that it had been added to the work plan for June 2012, and would be reported along with the Human Resources Update report.