

**MANAGEMENT ACTION PLAN**

<b>Directorate:</b>	Environment and Infrastructure
<b>Audit report:</b>	Civil Parking Enforcement
<b>Dated:</b>	18/10/2016

**PRIORITY RATINGS**  
**Priority High (H)** - major control weakness requiring immediate implementation of recommendation  
**Priority Medium (M)** - existing procedures have a negative impact on internal control or the efficient use of resources  
**Priority Low (L)** - recommendation represents good practice but its implementation is not fundamental to internal control

I agree to the actions below and accept overall accountability for their timely completion. I will inform Internal Audit if timescales are likely to be missed.

The auditor agrees that the actions set out below are satisfactory.

Lead Responsible Officer (HOS): Jason Russell

Auditor: Tim Semken

Date 18/10/2016

Date 18/10/2016

Page 23

Para Ref	Recommendation	Priority Rating	Management Action Proposed	Timescale for Action	Officer Responsible	Audit Agree?
5.5	Management should ensure that audit certification of annual financial returns is undertaken by boroughs and districts prior to submission to the County Council	High	Agreed. Management to advise boroughs and districts of audit requirement immediately and require this to be carried out at the time of the next submission.	Immediate and ongoing	David Curl	Yes
5.15	Management should review all accounts submitted by RBBC (in respect of both RBBC and TDC) under the present Agency Agreement to gain assurance that they have been fairly and accurately stated. Management should consider whether the results of this audit necessitate an urgent review of the parking enforcement activities carried out by RBBC.	High	Management will arrange meetings with senior Reigate and Banstead officers to agree how accounts should be reported, as part of the ongoing review of Agency Agreements	Immediate and ongoing	David Curl	Yes

## MANAGEMENT ACTION PLAN

Para Ref	Recommendation	Priority Rating	Management Action Proposed	Timescale for Action	Officer Responsible	Audit Agree?
5.39	Management should consider, as part of the review of Agency Agreements, stipulating that fixed cost apportionment is accurate and based on actual figures wherever possible.	High	Agreed	March 2017	David Curl	Yes
5.22	Management should review the terms of the Agency Agreements and perform an exercise to ensure that all borough / districts are fully compliant. Records should be kept of these monitoring activities to provide assurance that effective contract management is in place. As part of the review of Agency Agreements, management should ensure that a robust contract management and monitoring framework is built into any successor arrangements.	Medium	Management will review the contents of the Agency Agreements to establish whether all clauses are still current and necessary.	April 2017	David Curl	Yes
5.28	Management should consider issuing set guidance to each district / borough regarding the completion and submission of financial returns to ensure consistent and accurate accounts are considered by Local Committees. As part of the ongoing review of the Agency Agreements, management should consider including fixed prices for indirect costs / overheads for any future arrangements concluded.	Medium	Management will raise this issue at Surrey Treasurers' Group.  Management will consider the issue of fixed apportionments as part of the ongoing review of Agency Agreements.	January 2017  March 2017	David Curl  David Curl	Yes  Yes

## MANAGEMENT ACTION PLAN

Para Ref	Recommendation	Priority Rating	Management Action Proposed	Timescale for Action	Officer Responsible	Audit Agree?
5.31	Management should review the Parking Strategy (as part of the wider review of on-street parking arrangements) and ensure that any revisions align to current Agency Agreements.	Low	Management will review this as part of the ongoing review of Agency Agreements	March 2017	David Curl	Yes
5.45	Management should ensure that the relevant processes within Finance / Business Support are appropriately documented, that validation checks are carried out on data submitted from districts / boroughs, and that all necessary profit centre codes are set up on SAP.	Low	Agreed.	March 2017	David Curl	Yes

This page is intentionally left blank