

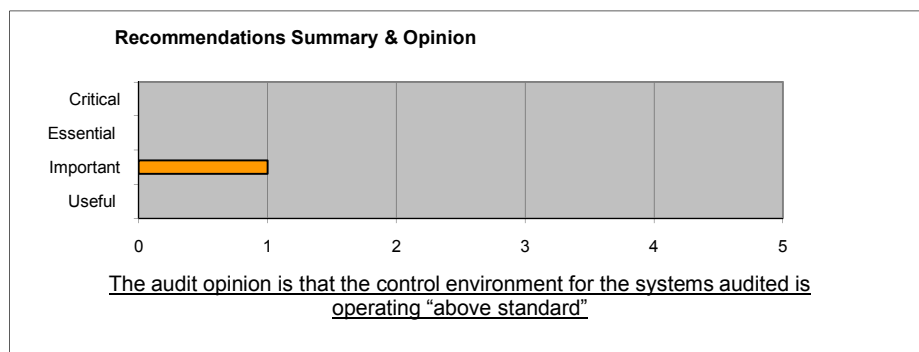


Independent Assurance

Internal Audit Report



North Yorkshire Building Control Partnership 22nd July 2010 Final



Auditor : Chris Matthews
Audit Manager: Alison Newham
Ref. 9 4610

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Management Summary

1. INTRODUCTION / key facts

- 1.1 The North Yorkshire Building Control Partnership was established on 1st April 2001 to provide building control services, initially to Ryedale and Selby District Councils. Subsequently Hambleton District Council joined the partnership on 1st September 2007, Scarborough Borough Council on 1st April 2008 and Richmondshire District Council on 1st April 2010.
- 1.2 The current agreement between the councils runs from Scarborough Borough Council's admission on 1st April 2010 and shall continue in force until 31st March 2012 and thereafter from year to year subject to twelve months written notice from any of the councils.
- 1.3 Ryedale DC is the designated "host" council and as such they provide accountancy services, e.g. debtors and creditors are processed through RDC.
- 1.4 The partnership's main function is the processing of building regulation applications as per the Building Act 1984. Traditionally this has been the checking of full plan applications but this is gradually changing with a movement towards more building control notices. When Scarborough was taken on board the partnership also became involved in street naming and numbering, scaffolding & hoarding licenses and skip permits in the Scarborough area.

2. SCOPE OF THE AUDIT

- 2.1 The scope of the audit was to ensure that:
 - a. *all fees are correctly made, charged in all circumstances and are recorded correctly in the accounts, including treatment of VAT;*
 - b. *controls ensure that payment is received for all works carried out;*
 - c. *all tasks are carried out and within statutory time-scales;*
 - d. *expenditure is properly authorised, within budget limits and appropriately recorded in the accounts;*
 - e. *the system is secure;*
 - f. *applications are processed in accordance with the partner Authorities' policies and government legislation.*
- 2.2 Discussions were primarily held with the following officers to help achieve the scope and objectives of the review:

Les Chapman	Head of Building Control
Maria Podgorski	Senior Admin Officer
Lynn Turnbull	Admin Officer

Maggie Crowther Admin Officer
David Hick Admin Officer

3. FOLLOW-UP FROM PREVIOUS AUDIT REPORT

- 3.1 The last audit, in 2009/2010, identified that the controls in place were found to be good, and made five recommendations. The agreed actions have all been implemented.

4. CONCLUSION, AUDIT OPINION AND RECOMMENDATIONS

- 4.1 The findings and associated recommendations, with priority ratings, are found in the Recommendations and Action Plan (section 5):

Critical	implement immediately	
Essential	implementation agreed to be within	0 – 1 month
Important	-	0 – 6 months
Useful	-	0 – 12 months

- 4.2 The audit opinion is that the control environment for the systems audited is operating “above standard”. This opinion is arrived at through an assessment of the overall controls in place and the nature of the one recommendation, which is ranked as “important”.

5. Recommendations and Action Plan

No.	Finding & Conclusion (risk)	Recommendation	Critical Essential Important Useful	Agreed Management Action	By whom; By when
R1 wp2	<u>Charges</u> Of the twenty applications sampled, in one case there was a possible anomaly. The fee would be correct under Schedule 3, if the cost of the work is under £1,000. This may well be the case, but there is no estimate of the cost on file. Risk: Financial.	Where work falls under Schedule 3, an estimate of the cost of work should always be recorded in UniForm.	Important	All staff have been notified of the importance of completing the estimated cost field on the Uniform system.	LRC 20.7.10

As agreed by Les Chapman (Head of Building Control) 20th July 2010