

Finance and Audit Scrutiny Committee

**16 January 2019
Enquiries from Elected Members**

<u>Item 1</u> <u>Q&A from December</u>	
Question 1 (Page 4)	Explanation for the £106k Parking Pound Income under recovery.
Answer	The parking pound is under-recovering against its income budget. The income relates to the charges for vehicle recovery and is a demand driven service. Previously there was a higher number of drivers and vehicle removal trucks within City Parking. The number has been reduced and the income is no longer being met. Also the recovery vehicles are being used to remove vehicles to carryout road works, which is often non-chargeable.
Question 2 (Page 3)	For further clarification on 100% offset by income from RingGo
Answer	RingGo charges the customer 20p per session. This income belongs to RingGo but is collected along with the total charge and then an invoice is received from RingGo for GCC to reimburse. As the usage of RingGo increases this recharge increases.
Question 3 (Page 4)	Cllr Malik referred to Question 2/3 and asked who was responsible for the annual costs and maintenance of disabled parking bays.
<u>Answer</u>	The responsibility for this sits under LES within the Roads section.
<u>Item 2 – Internal Audits</u> <u>Item 2(a) – Chief Executive’s Dept – Governance Review</u> <u>Question 4 (page 10) Team Meetings”.</u>	
Answer	Cllr Cunning asked about the circulation of, and access to “Leadership Team Meetings”. Circulated to members of leadership team – Carole Forrest, Robert Anderson, Christine Brown, Anne Connolly, Colin Edgar, Elaine Galletly, Colin McGuire, Bernadette Monaghan, Kevin Rush, Alan Vesey and John Lyle. Minutes are accessible by all Council Family staff with access to

	Connect as they are uploaded to http://connect.glasgow.gov.uk/article/13285/SMT-Minutes
<u>Item 2(b) – Corporate Review – PVG Scheme Arrangements</u>	
<u>Question 6</u>	Cllr Bell asked for a paper to future meeting outlining process for referrals to other City Policy/Scrutiny Committees/Governance & Accountability Arrangements (C Mair paper) Cllr Meikle also referred to meeting with Convener of Operational Performance and Delivery Scrutiny Committee.
Answer	A paper will be prepared for a future Committee. We will aim for the March FASC, but timing may depend on the finalised action plan from the Colin Mair report.
<u>Item 2(c) – Financial Services – Affordable Warmth Dividend</u>	
<u>Question 7 (page 24)</u>	Cllr Bell raised concerns about names and bank details being maintained via spreadsheet and whether other Council Departments maintained similar systems
Answer	The security of personal and sensitive information held on the Council network is assured in the first instance through the broader network and cyber security control framework. This has been subject to separate assurance reports to Committee. Where spreadsheets or other generic applications are used to store this kind of data, we seek assurance that there are secondary controls in place to minimise the risk of unauthorised access (such as file password protection). Internal Audit will pick up such instances as part of assurance reviews derived from the risk based approved audit plan.
<u>Item 2(d) – LES & Financial Services – Income Management – Parking Vouchers</u>	
<u>Question 11 – (Page 35)</u>	Cllr Millar asked what proportion and value of visitor vouchers are sold to Hotels and Guest Houses
Answer	19,200 Visitors Vouchers were sold in 2018. 8,350 of these were direct to hotels, 43.5%. The value of the 8,350 is £2 per voucher less a 10% discount making a net total of £15,030.
<u>Question 12</u>	Following a query by Cllr Malik, Cllr Meikle asked for an update on new scheme planned by LES
Answer	Land and Environmental are exploring this option with our supplier Ringo and also our resident permit provider ICES, this

	is being progressed in conjunction with CGI our IT partner.
<u>Item 3 – Follow-Up Audits</u>	
Question 18	Bailie MacLeod sought an update on the Lighthouse Venue discussions
Answer	A review of options commenced last year and before it was concluded it was rolled up in the Property and Land Strategy for the Council to be dealt with more strategically and discussions are continuing with relevant parties across the Council Family as part of this to explore all feasible options.
<u>Item 4 – Audit Scotland Overview Report</u>	
Question 20 – (Page67)	Cllr Cunning sought figures for Glasgow bereavement charges
Answer	Please see attached link to pages 7 and 8 of the Glasgow City Council Book of Charges. https://www.glasgow.gov.uk/CHttpHandler.ashx?id=31466&p=0
Question 21 (Page 65)	Bailie Kane asked to be provided with percentage of Glasgow funding cuts
Answer	In 2018/19, the settlement from the Scottish Government, not including new funding, reduced by £2.7 million equivalent to 0.17%.
<u>Item 6 – Internal Audit – PayPoint</u>	
Question 22	A number of Members raised concerns that member of staff was able to resign prior to facing appropriate disciplinary procedures – Issue to be raised with Head of HR and future paper to be submitted on where HR Policy stands with staff fraud/theft/crime
Answer	A paper will be prepared for the March meeting of FASC
Question 23	Bailie MacLeod asked that the paper be referred to the Integration Joint Board for information
Answer	The matters identified will be reported to the next meeting of the Finance and Audit Committee of the IJB (at the discretion of the Chair of that Committee).
Questions 24	Bailie MacLeod sought assurances that PayPoint payments were reconciled properly

Answer	<p>Audit did not find any control issues with the reconciliation controls in place over PayPoint. There was one issue around segregation of duties of the officers completing the reconciliation for SWS, but this was a temporary issue</p> <p>For SWF PayPoint payments - a monthly reconciliation is undertaken to verify that the amount of payments issued per the CAPITA system matches that in SAP. This reconciliation is not only for PayPoint payments but CAPITA as a whole and is part of the reconciliations sent to Corporate Finance.</p> <p>For SWS, PayPoint payments are reconciled to the ledger though the payment of the top up invoices to PayPoint. The payment request received from PayPoint (i.e. to top up the fund balance) is reconciled by the CBS PayPoint team (this process involves checking the total vouchers issued minus expired vouchers minus cancelled vouchers).</p>
Question 25 (Page 116)	Bailie Kane referred to the 200 FIN71 forms being held pending and asked for total capital value
Answer	At the time of the audit fieldwork, there were 217 pending FIN71 forms totalling £11,734.46 (i.e. payments issued where receipts should have been returned).

This paper will be considered at the start of the committee agenda however requests for clarification on the answers can be made via the committee clerk in advance of the committee meeting.