

## IMPLEMENTATION OF RECOMMENDATIONS ARISING FROM SPECIAL INVESTIGATION

**Report By: Head of Planning Services and Head of Highways and Transportation**

### Wards Affected

None

### Purpose

1. To provide the information requested by the Committee

### Financial Implications

2. None directly arising from this report.

### Report Details

3. At the meeting on 19th October, 2007 details were requested on the completion or otherwise of the implementation of the recommendations in Planning Services and Highways and Transportation.

- 3.1 The information is as follows:

- 3.2 Planning Services

- 3.3 Development Control – Approximate annual income £1.2m.

Full arrangements are in place to check that income banked appears on the relevant Cedar code. These checks have been backdated to 1 April, 2006. Cheques are banked three times per week.

- 3.4 Building Control – Approximate annual income £0.75m.

Full arrangements are in place as above. Cheques are banked daily.

- 3.5 Planning Policy/Conservation – Approximate annual income £25,000.

Full arrangements are in place as above. Cheques are banked on average once a week.

- 3.6 The delay in providing this information centres around the recent transfer of the Planning Services front office to the Customer Services Teams/Info in Herefordshire. This process has been successful in meeting the strategic aims and objectives of the Council. Detailed procedures have now been put in place to ensure, in particular that,

(a) all payments for applications are made directly to the Hereford Centre;

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Further information on the subject of this report is available from Andrew Ashcroft, Head of Planning Services, on (01432) 383098 or Pele Bhamber, Head of Highways and Transportation on (01432) 260780

- (b) appropriate and speedy measures have been put in place to deliver planning applications (and the associated cheque) to the Planning Services back office; and
- (c) appropriate training has been given to Customer Services Officers in Info in Herefordshire to identify planning applications, and the importance of maintaining the connection between the application and the cheque at the first handling stage.

### 3.7 Highways and Transportation

Full arrangements are in place to check that income banked appears on the relevant Cedar code. These checks have been backdated to 1 April 2006. Cheques are banked three times per week.

### 3.8 Transportation

Searches – Approximate annual income £5k.

Sale of Publications – Approximate annual income £1k.

Courses – Approximate annual income £20k.

### 3.9 Streetscene

Skip/Scaffold Licences/H bars – Approximate annual income £20k.

### 3.10 Parking

Parking Income – Approximate annual income £2m.

- 3.11 The delay in providing this information centres around, in part, changes in personnel and the previous lack of robust procedures and clear responsibility for reconciling this information. The change in management roles implemented earlier this year has sought to rectify this position. The Service Development Manager is in the process of reviewing financial monitoring and recording procedures and rectifying any shortcomings in existing procedures to make them more robust.

## **Risk Management**

The special investigations in 2005/06 identified a risk that Council monies were not being accounted for in line with Financial Regulations.

## **RECOMMENDATION**

**It is recommended that the report be noted.**