

**Report to:** Scrutiny and Overview  
Committee

20<sup>th</sup> April 2020

**Lead Officer:** Joint Director of Planning and Economic  
Development

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## **Decision Notices – Process Review**

### **Executive Summary**

1. The purpose of this report is to inform the Scrutiny & Overview Committee of the outcome of an Internal Audit report into the Planning – Performance Management.

### **Recommendations**

2. It is recommended that Committee notes the contents of the report included in Appendix A.

### **Reasons for Recommendations**

3. Internal Audit was requested to complete a review of Planning Performance and data from Quarter 2 of 2020. The appended report summarises the findings of that review.

### **Details**

4. Our objective was to review the calculation process, and the supporting evidence used to complete the calculations.
5. As part of the review we have also highlighted opportunities to improve internal controls and processes.
6. This is detailed in our report at Appendix A.

## **Implications**

7. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered: -

### **Risks/Opportunities**

8. We consider the risks related to review as part of our planning process. The key risks that we identified were non-compliance with policy and procedure, leading to reputational risk and the unplanned consumption of resources and expenditure to rectify errors. Developing improvements in the internal controls will help to mitigate this risk.

## **Alignment with Council Priority Areas**

### **A modern and caring Council**

9. This review supports the above priority area in the Business Plan, as the Council aims to provide our customers with high-quality services, and make decisions in a transparent, open and inclusive way.
10. This review helps to communicate what went wrong, how we are rectifying the issue, and will help to drive improvement in our processes.

## **Background Papers**

None

## **Appendices**

Appendix A: Internal Audit Report: Planning - Performance Management

## **Report Author:**

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