

# East Staffordshire Borough Council

## Internal Audit Progress Report

November 2017



Bringing public value to life

**cw audit**  
internal audit services

# 1. Introduction

This report summarises the work of Internal Audit to early November 2017, in relation to the 2016/17 and 2017/18 internal audit plan delivery.

The purpose of the report is to:

- Show progress against the audit plans;
- Summarise the key findings and conclusions arising from our work during the period;
- Provide details of planned work;
- Update on the implementation of actions agreed by management in relation to internal audit recommendations.

# 2. Progress summary

Delivery of the Internal Audit plan for 2016/17 is complete, with a final report on our review on Asset Register issued since the last meeting; this provided 'significant assurance' overall. Appendix 1 provides the current status of all audit assignments from the 2017/18 plan, together with the opinions we have provided in each case where appropriate.

# 3. Reviews completed

The following reviews have been completed and a final report issued, since the last meeting of this Committee.

Review	Status
2016/17 Asset Register	Final report issued
2017/18 Main Accounting	Final report issued
2017/18 IT Risk Assessment	Final report issued

### 3. In progress

Review	Status
2017/18 Environmental Health – public safety	Draft report imminent
2017/18 Millers Lane asset control and security	Draft report issued
2017/18 Debtors and Debt Recovery	Draft report imminent
2017/18 Council Tax	In progress
2017/18 Business Rates	In progress
2017/18 Cash & Bank	Draft report issued
2017/18 Homelessness and Housing Options	In progress

## 4. Recommendation tracking

Recommendations and agreed actions are uploaded to a web-based database when reports are finalised. Managers access the system, and update status and mark actions as implemented when appropriate. The first table below sets out a summary of agreed actions, which were due to be implemented by 31/10/17. The second table shows the age of those agreed actions (based on the original date due for implementation) which are not yet complete. Members should note that the status of each action is as stated by management and not verified by Internal Audit unless a specific follow up has been undertaken.

Summary	1 Critical	2 High	3 Medium	4 Low	Total
Due by 31/10/17	-	20	172	47	239
Implemented	-	20	157	41	218
Closed	-	-	15	4	19
In progress but not complete	-	-	-	2	2
Outstanding (not started)	-	-	-	-	-

Time overdue for actions o/s or not complete	1 Critical	2 High	3 Medium	4 Low	Total
Less than 3 months	-	-	1	1	2
3 – 6 months	-	-	-	-	-
Greater than 6 months	-	-	-	-	-
Total	-	-	1	1	2

As previously requested by the Committee, a summary for all agreed actions which were due for implementation by 31/10/17 and which managers have not yet recorded as fully implemented, are set out below, together with a summary of the most recent update from managers/officers responsible. As the action tracking system is based on management updates to agreed actions, this does not imply that Internal Audit has verified the status in these cases. In this case there are 2 outstanding actions:

2016/17 Millers Lane Health & Safety – we recommended that it be ensured driver & vehicle refresher training be provided to all relevant staff. The procurement of the new fleet vehicles resulted in training on those vehicles for relevant staff; further refresher training will be due in November 2018.

2017/18 IT Risk Assessment – we identified an issue relating to internet use filtering which was initially proposed to be addressed by the end of October. Management is now looking into further actions and will confirm a timescale in due course.

## Status update – 2017/18 Audit Plan

Review	Scheduled	Status	Level of assurance (where relevant)
Budgetary Control	Jan 2018	Scope agreed	
National Fraud Initiative	Ongoing		
Anti-fraud – Support, proactive work and review(duplicate payments)	Jan/Feb 2018	Scope agreed	
Cash & Bank	Oct 2017	Final report issued	<b>Significant</b>
Scrutiny review – implementation review	Jan – March 2018		
Creditors & payroll – key controls	Jan/Feb 2018	Scope agreed	
Dove Way/Pennycroft – disposal - assurance	To be confirmed		
Taxi licensing	Apr – June 2017	Requested to defer into 2018/19	<b>N/A</b>
Benefits / Council Tax Support	Dec 2017	Scope agreed	
Council Tax	Oct 2017	In progress	
Business Rates	Nov 2017	In progress	
Debtors & Debt Recovery	Sept 2017	Complete-draft report imminent	
Main Accounting	Oct 2017	Final letter issued	<b>Full</b>

Review	Scheduled	Status	Level of assurance (where relevant)
Treasury Management	Aug 2017	Final letter issued	<b>Full</b>
IT Risk Assessment	Aug/ Sept 2017	Final report issued	<b>N/A</b>
Planning applications processing	Jan 2017 – March 2018		
Business Continuity Planning	July 2017	Final report issued	<b>Significant</b>
Town Centre Regeneration Initiative – programme assurance	To be confirmed		
Homelessness/Housing Options	Sept 2017	In progress	
Asset control/security - Millers Lane	Aug/ Sept 2017	Draft report issued	
Project support/assurance – Culture/leisure options	Ongoing		
Corporate Health & Safety	Jan – Mar 2018		
Neighbourhood Fund	Jan – Mar 2018		
Project support/assurance - Accommodation Review	To be confirmed		
Grounds Maintenance contracting	Dec 2017/Jan 2018	Scope agreed	
Environmental Health – selective licensing	Jan – Mar 2018		
Environmental Health – public safety	Jul – Sept 2017	In progress	
Contingency – for additional reviews/follow ups as required	To be agreed		

Review	Scheduled	Status	Level of assurance (where relevant)
External assurance/compliance reviews – eg Disabled Facilities Grants, pensions – to Staffordshire County Council	July – Dec 2017	Pensions assurance – work completed, certification provided	<b>N/A</b>