

For publication

Summary of Internal Audit Reports Issued 2015/16 and 2016/17

Meeting:	Standards and Committee
Date:	June 22 nd 2016
Cabinet portfolio:	Governance
Report by:	Internal Audit Consortium Manager

For publication

1.0 Purpose of report

- 1.1 To present for members' information a summary of Internal Audit Reports issued during the period 10th March 2016 – 20th May 2016 in respect of reports issued relating to the 2015/16 and 2016/17 internal audit plans.

2.0 Recommendations

- 2.1 That the report be noted.

3.0 Report details

- 3.1 The Public Sector Internal Audit Standards require that the Internal Audit Consortium Manager reports periodically to the Standards and Audit Committee in respect of performance against the audit plan. Significant risk and control issues should also be reported.
- 3.2 Attached, as Appendix A, is a summary of reports issued covering the period 10th March 2016 to 20th May 2016, for audits included in the 2015/16 and 2016/17 internal audit plans.

- 3.3 The Appendix also shows for each report a summary of the scope and objectives of the audit, the overall conclusion of the audit and the number of recommendations made / agreed where a full response has been received.
- 3.4 The conclusion column of Appendix A gives an overall assessment of the reliability of the internal controls examined in accordance with the following classifications:

Control Level	Definition
Good	A few minor recommendations (if any).
Satisfactory	Minimal risk; a few areas identified where changes would be beneficial.
Marginal	A number of areas have been identified for improvement.
Unsatisfactory	Unacceptable risks identified, changes should be made.
Unsound	Major risks identified; fundamental improvements are required.

- 3.5 In respect of the audits being reported, it is confirmed that there were no issues arising relating to fraud that need to be brought to the Committees attention.

4.0 **Human resources/people management implications**

- 4.1 There are no Human Resources Implications.

5.0 **Financial implications**

- 5.1 There are no financial implications.

6.0 **Legal and data protection implications**

6.1 There are no legal or data protection implications.

7.0 **Consultation**

7.1 Not Applicable

8.0 **Risk management**

8.1 The production of this report ensures that Members charged with governance are aware of any internal control weaknesses or fraud identified by internal audit.

9.0 **Equalities Impact Assessment (EIA)**

9.1 Not applicable.

10.0 **Alternative options and reasons for rejection**

10.1 The report is for information.

11.0 **Recommendations**

11.1 That the report be noted.

12.0 **Reasons for recommendations**

12.1 To inform Members of the internal audit reports issued in order that the strength of the internal controls in place can be assessed.

Decision information

Key decision number	N/A
Wards affected	All
Links to Council Plan priorities	This report links to the Council's priority to provide value for money services.

Document information

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Background documents These are unpublished works which have been relied on to a material extent when the report was prepared.	
Appendices to the report	
Appendix A	Summary of Internal Audit Reports Issued

Chesterfield Borough Council – Internal Audit Consortium**Report to Standards and Audit Committee****Summary of Internal Audit Reports Issued 2015/16 and 2016/17– Period 10th March 2016 – 20th May 2016**

Report Ref No.	Report Title	Scope & Objectives	Overall Opinion	Date			Number of Recommendations	
				Report Issued	Response Due	Response Received	Made	Accepted
2015/16								
28	Housing Repairs Responsive	To review the systems and procedures in place in respect of housing repair jobs	Satisfactory	16/03/16	8/04/16	17/03/16	8	8
29	Stores	To ensure that the issue and return of stores is properly controlled etc.	Satisfactory	18/03/16	12/04/16	30/03/16	6	6
30	Main Accounting and Budgetary Control	To ensure that key controls are present and operating	Good	23/03/16	15/04/16	N/A	0	0
31	Corporate Credit Cards	To ensure that all expenditure is legitimate and controlled	Satisfactory	15/04/16	9/05/16	22/04/16	6	6

Report Ref No.	Report Title	Scope & Objectives	Overall Opinion	Date			Number of Recommendations	
				Report Issued	Response Due	Response Received	Made	Accepted
32	Procurement	To ensure that there are procurement controls and procedures in place and that financial regs and EU regs are being complied with	Marginal	19/04/16	11/05/16	11/05/16	6	6
2016/17								
1	Data Protection	To ensure that staff are fully trained and that data protection requirements are met	Unsatisfactory	27/04/16	19/5/16	28/04/16	2	2
2	Non Housing Property Repairs	To ensure there is plan in place for the upkeep and maintenance of non- housing property	Unsatisfactory	27/04/16	19/05/16		2	Note 1
3	Planning Fees	To ensure that Planning fees are raised promptly and accurately	Good	27/04/16	19/5/16		2	Note 1

Note 1 – Response not received at time of writing the report

The main points arising in respect of the Marginal and Unsatisfactory points were:-

Procurement

Progress has been made but the new arrangement with the NHS needs time to embed, a procurement strategy is required and all budget holders require training.

Data Protection

The follow up to the 15/16 audit identified that a number of recommendations are still outstanding. An Information Assurance Officer is in the process of being appointed which should provide the resource required to make further progress in this area.

Non Housing Property Repairs

The follow up to the 15/16 audit identified that a number of recommendations are still outstanding. Senior Officers are working with Kier to ensure that 10 year plans based on condition surveys are established.