

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

AUDIT AND GOVERNANCE COMMITTEE – 26 JUNE 2013

Title of report	INTERNAL AUDIT PROGRESS REPORT APRIL 2013 – MAY 2013
Contacts	Councillor Nick Rushton 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance 01530 454520 ray.bowmer@nwleicestershire.gov.uk Senior Auditor 01530 454728 anna.wright@nwleicestershire.gov.uk
Purpose of report	To inform the committee of the progress against the internal audit plan for 2013/14 and an update on the recommendations agreed and implemented.
Reason for Decision	To comply with the Public Sector Internal Audit Standards.
Council Priorities	Value for Money
Implications:	
Financial/Staff	None
Link to relevant CAT	None
Risk Management	The Internal Audit planning process is based on a risk assessment methodology
Equalities Impact Assessment	Not Applicable
Human Rights	None
Transformational Government	Not Applicable
Consultees	Head of Finance
Background papers	Public Sector Internal Audit Standards
Recommendations	THAT THE COMMITTEE NOTES THIS REPORT AND COMMENTS AS APPROPRIATE.

1. INTRODUCTION

- 1.1 The Public Sector Internal Audit Standards require the authority's Audit Committee to approve the audit plan and monitor progress and to receive periodic reports on the work of internal audit. The Audit and Governance Committee approved the Audit Plan on 27 March 2013.
- 1.2 The purpose of this report is to provide members with an update on the progress against the audit plan. The report will also highlight the audit reports issued and recommendations made during the financial year. These progress reports will enable the committee to be updated on current issues and any significant issues can be brought to the attention of the committee.

2. TERMS OF REFERENCE

- 2.1 Section 3 of Part 3 of the Constitution sets out the Terms of Reference of the Audit and Governance Committee, as set out at the extract below:
'To act as the Authority's Audit Committee, to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Authority's financial and non-financial performance to the extent that it affects the Authority's exposure to risk and weakens the control environment, and to be responsible for the financial reporting process'.

3. PROGRESS AGAINST THE AUDIT PLAN

- 3.1 A status report for the main and non main systems is documented in Appendix A. All Internal Audit reports are available to members on the intranet, a link is documented in Appendix A. Three audit reports have been issued and another two audits are currently in progress.

4. PERFORMANCE INDICATORS

- 4.1 Period 2 performance for Internal Audit against the Team Plan Targets and the Performance Indicators are documented in Appendix B.

5. INTERNAL AUDIT RECOMMENDATIONS

- 5.1 There is an agreed Reports and Recommendations procedure as it is important that agreed recommendations are implemented as this helps to secure and strengthen the internal control environment. The council may be exposed to a variety of risks if Internal Audit recommendations are not implemented within the timescales agreed by management. Part of this procedure requires team managers to provide Internal Audit with updates on the status of each recommendation on a quarterly basis.
- 5.2 A database of all recommendations and the current status is available to members on the intranet. A highlight report of all outstanding recommendations is attached as Appendix C.
- 5.3 Table A below provides a summary of the status of agreed recommendations including outstanding recommendations brought forward from 2012/13.

Table A: Implementation of Agreed Recommendations

	2012/13	2013/14	Total
Implemented	13	2	15
Not Yet Due	9	1	10
Overdue	8	0	8
Total	30	3	33

There are eight recommendations which have not been implemented by the agreed date. Action is currently in progress for each recommendation and a revised implementation date has been agreed with the officers responsible for implementation.

- 5.4 Further compliance testing is completed for all implemented recommendations to ensure the recommendations have been implemented satisfactorily. Table B shows that follow-up testing revealed that the recommendations have been implemented satisfactorily for the six recommendations tested and follow up of the remaining nine recommendations will be completed by the end of June.

Table B: Follow up Testing of Implemented Recommendations

	2012/13	2013/14	Total
Testing Satisfactory	6	0	6
Testing Unsatisfactory	0	0	0
Testing Outstanding	7	2	9
Total	13	2	15

Internal Audit Plan – Progress Report April 2013 – May 2013

Audit	Current Position	Level of Assurance
Main Systems		
Capital Accounting	Scheduled for Qtr 2	-
Cash and Bank	Scheduled for Qtr 2	-
Creditors	Scheduled for Qtr 3	-
Debtors	Scheduled for Qtr 4	-
Main Accounting	Scheduled for Qtr 3	-
Payroll	Scheduled for Qtr 4	-
Rent Accounting	Scheduled for Qtr 4	-
Treasury Management	Scheduled for Qtr 4	-
Non Main Systems		
Car Parking	Draft Report Issued	Grade 2
Commercial Rents	In Progress	-
Development Control	Final Report Issued	Grade 2
Housing Maintenance	Scheduled for Qtr 2	-
ICT Back Up Controls	Scheduled for Qtr 4	-
Licensing	Final Report Issued	Grade 1
Strategic Risk Register	Scheduled for Qtr 2	-
Trade Waste	In Progress	-

Grade	Description
1	Internal controls are adequate in all important aspects
2	Internal controls require improvement in some areas
3	Internal controls require significant improvement
4	Internal controls are inadequate all important aspects

Copies of all final reports are available to members on iNET at

<http://workspace.nwldc.gov.uk/Members/Internal%20Audit%20Reports%20and%20Recommendations/Forms/AllItems.aspx>

INTERNAL AUDIT PERFORMANCE INFORMATION

Service Plan Actions

Target	Qtr 1 Milestone	Period 2 Outcome	Period 2 Comments
Review and update Health and Safety risk assessments to ensure risks to staff and customers are controlled	Commence review of Health and Safety risk assessments for service area	In Progress	Action will be achieved for the quarter.
Undertake audits as per agreed Audit Plan	Complete audits of 2 systems to enable the completion of the audit plan	Achieved	3 audits have been completed up to the end of period 2.
Provide the Audit Committee with quarterly reports on the work and performance of Internal Audit	Progress report to June Audit Committee	Achieved	Progress Report to 26 June Audit Committee.
To be compliant with the Public Sector Internal Audit Standards by 31 st March 2014	Review the Internal Audit Standards and produce an action plan to achieve compliance with the standards.	In Progress	Action plan will be produced by the end of the quarter.
Produce the 2012/13 Annual Audit Opinion Report by 30 th June 2013	Prepare Annual Report for presentation to June Audit Committee.	Achieved	Annual Report to 26 June Audit Committee.
Produce and have approved the 2014/15 Internal Audit Plan by 31 st March 2014	N/A	N/A	N/A

Performance Indicators

	Qtr 1 Target	Period 2 Actual	Comments
Delivery of Audit Plan - Main Systems	0%	0%	
Delivery of Audit Plan - Non Main Systems	25%	37.5%	Target for the quarter has already been achieved.
Percentage of productive time	75%	71%	
Percentage of Client Satisfaction with the Internal Audit Service	100%	n/a	No customer satisfaction surveys have yet been issued.
Compliance with the Internal Audit Standards	n/a	n/a	
Compliance testing of completed recommendations	90%	40%	Delays due to waiting for information from departments

RECOMMENDATIONS DATABASE – HIGHLIGHT REPORT

Report No: 12/13-1

Report Name: Building Control

Rec No	Recommendation	Priority	Agree/ Disagree	Implementation Date Agreed	Officer(s) Responsible	Status
3	Debts identified by Legal Services as statute barred or uneconomical to pursue should be written off.	High	Agree	August 2012 Revised date: November 2012 March 2013	Building Control & Land Charges Manager	In Progress/ Overdue
4	A review should be undertaken of the access rights to the CAPS Uniform Database.	High	Agree	December 2012 Revised date: December 2013	ICT Manager	In Progress / Overdue

Report No: 12/13-7

Report Name: Main Accounting

Rec No	Recommendation	Priority	Agree/ Disagree	Implementation Date Agreed	Officer(s) Responsible	Status
2	The officer with the responsibility of Systems Administrator for the TASK system should be trained to undertake the role as a matter of urgency.	High	Agree	April 2013 Revised Date: March 2014	Finance Team Manager	In Progress / Overdue

Report No: 12/13-9

Report Name: Sundry Debtors

Rec No	Recommendation	Priority	Agree/ Disagree	Implementation Date Agreed	Officer(s) Responsible	Status
1	The latest version of the TASK sundry debtors system should be tested and implemented as soon as possible on the assumption that there will be improved recovery procedures available to NWLDC.	High	Agree	March 2014	Finance Team Manager & Senior Exchequer Services Officer	In Progress
3	The review of the outstanding older debts should be accelerated and appropriate recovery action should be undertaken or the debt written off if appropriate i.e. statute barred, debtor gone away etc.	High	Agree	September 2013	Senior Exchequer Services Officer	In Progress

Report No: 12/13-10**Report Name: ICT Back Up Controls**

Rec No	Recommendation	Priority	Agree/ Disagree	Implementation Date Agreed	Officer(s) Responsible	Status
2	A disaster recovery test should be undertaken as a matter of urgency.	High	Agree	June 2013	ICT Manager	In Progress

Report No: 12/13-11**Report Name: Housing Rents**

Rec No	Recommendation	Priority	Agree/ Disagree	Implementation Date Agreed	Officer(s) Responsible	Status
1	There should be thorough checking of collated lists of accounts submitted for write-off to avoid duplicate requests	High	Agree	June 13	Senior Housing Officer	In Progress
3	A full review of user access permissions on CAPITA OPEN Housing should be completed as soon as possible and regular maintenance should be undertaken as least quarterly.	High	Agree	September 13	Financial Systems Manager	In Progress

Report No: 12/13-12**Report Name: Treasury Management**

Rec No	Recommendation	Priority	Agree/ Disagree	Implementation Date Agreed	Officer(s) Responsible	Status
1	The Treasury Management procedure notes should be urgently updated to reflect the current organisational structure and practice	High	Agree	July 2013	Technical Accountant	In Progress
2	The Finance Team Manager should consider whether the monthly reconciliation of the six investment accounts should be carried out by a staff member independent of the Treasury Management function	High	Agree	April 2013 Revised date: July 2013	Finance Team Manager	In Progress / Overdue

Report No: 12/13-13**Report Name: Payroll**

Rec No	Recommendation	Priority	Agree/ Disagree	Implementation Date Agreed	Officer(s) Responsible	Status
2	A policy should be produced on how to deal with over and under payments in relation to individuals who are no longer employed by the authority.	High	Agree	September 2013	Finance Team Manager & Human Resources Team Manager	No Progress
4	Comprehensive Procedure Notes should be prepared in the absence of adequate User Guides supplied by Selima.	High	Agree	September 2013	Senior Exchequer Services Officer & Human Resources Team Manager	In Progress
5	The outstanding processes for the activation of the suspense account functionality for payroll costing codes should be completed as soon as possible.	High	Agree	April 2013 Revised date: July 2013	Finance Team Manager	In Progress / Overdue
6	The process of informing Exchequer of amendments to the payroll system should be reviewed.	High	Agree	April 2013 Revised date: July 2013	Senior Exchequer Services Officer & Human Resources Team Manager	In Progress / Overdue
9	The Finance Manager should decide whether to make retrospective payments in relation to any employee who received a salary increase due to an increment whilst in receipt of OMP since the upgrade on the new system in April 2011.	High	Agree	May 2013 Revised date: July 2013	Finance Team Manager	In Progress / Overdue
12	A policy should be produced detailing how salary sacrifice payments (car parking, annual leave etc.) will be dealt with during any absence where statutory payments are made.	High	Agree	April 2013 Revised date: July 2013	Human Resources Team Manager	No progress

Report No: 12/13-14**Report Name: Ashby TIC**

Rec No	Recommendation	Priority	Agree/ Disagree	Implementation Date Agreed	Officer(s) Responsible	Status
1	The Ashby Tourist Information Centre procedure notes should be updated to reflect the current organisational structure and practice.	Medium	Agree	June 2013	TIC Co-ordinator	In Progress

Report No: 13/14-1

Report Name: Development Control

Rec No	Recommendation	Priority	Agree/ Disagree	Implementation Date Agreed	Officer(s) Responsible	Status
1	The Development Control procedure notes should be updated to reflect current working practices.	Medium	Agree	June 2013	Planning & Development Team Manager	In Progress