

<b>REPORT TO:</b>	Audit Committee		
<b>DATE:</b>	18 July 2022		
<b>PORTFOLIO:</b>	Cllr Joyce Plummer - Resources		
<b>REPORT AUTHOR:</b>	Mark Beard – Head of Audit & Investigations		
<b>TITLE OF REPORT:</b>	<b>AUDIT REPORTS &amp; KEY ISSUES – PROGRESS REPORT FOR THE PERIOD FEBRUARY 2022 – JULY 2022</b>		
<b>EXEMPT REPORT (Local Government Act 1972, Schedule 12A)</b>	<b>Options</b>	Not applicable	
<b>KEY DECISION:</b>	<b>Options</b>	If yes, date of publication:	n/a

**1. Purpose of Report**

1.1 To inform members of the Audit Reports issued during the period February 2022 – July 2022 and bring to the attention of the Committee what the key issues were.

**2. Recommendations**

2.1 I recommend that Audit Committee:

- note the content of this report for informational purposes.

**3. Reasons for Recommendations and Background**

3.1 This report crosses financial years and covers the period of February 2022 to July 2022. The audit areas and any key issues detailed at Appendix 1.

3.2 Members should be aware that the number of audit reports that are issued between each Committee meeting is subject to variation dependent on the size of the audit and any non-routine audit work, such as investigations, that the Team may be involved in. Therefore, for the purpose of reporting, only the audit reports fully completed, issued and agreed will be included.

3.3 Any investigations that may be carried out will not be included as a matter of routine in this report, particularly if they relate to a specific individual or individuals.

3.4 There was a target of 98% of the audit plan to be completed by the end of 2021/22 financial year in terms of audit days completed.

Position as at end of March 2022 = 97.21% of the plan completed

3.5 The position at the end of March 2022 can be broken down as follows:-

<b>Month</b>	<b>% of the Plan Completed that Month</b>
April 2021	7.54%
May 2021	6.35%
June 2021	6.44%
July 2021	10.09%
August 2021	7.89%
September 2021	6.83%
October 2021	8.72%
November 2021	8.46%
December 2021	5.69%
January 2022	10.72%
February 2022	9.77%
March 2022	8.71%

3.6 Despite of the impacts caused by the Pandemic, the Internal Audit Team was 0.79% from achieving the planned target for the year.

3.7 With regards to 2022/23 there is a target of 98% of the audit plan to be completed by the end of the current financial year in terms of audit days completed. As the audit team complete timesheets which then feed into the audit plan, it is possible to state the progress to date and the projected end of year position if that date is extrapolated out. Therefore:-

Position as at end of June 2022 = 19.75% of the plan completed  
Projected out-turn position for 2022/23 = 78.99% of the plan completed

3.8 The position at the end of June 2022 can be broken down as follows:-

<b>Month</b>	<b>% of the Plan Completed that Month</b>
April 2022	7.09%
May 2022	7.25%
June 2022	5.41%

#### **4. Alternative Options considered and Reasons for Rejection**

4.1 Not applicable as the report is for informational purposes only

#### **5. Consultations**

5.1 No consultations required as this report is based on data and information held by the audit team based on the work completed

## 6. Implications

<b>Financial implications (including any future financial commitments for the Council)</b>	There are no financial implications arising from this report
<b>Legal and human rights implications</b>	There are no legal or human rights implications arising from this report.
<b>Assessment of risk</b>	Risks are taken into consideration during the audit process itself, there is no direct risk implication from this report.
<b>Equality and diversity implications</b> <i>A <a href="#">Customer First Analysis</a> should be completed in relation to policy decisions and should be attached as an appendix to the report.</i>	This report is produced for information awareness of the progress of the Audit Team against the annual Internal Audit Plan. The Audit Planning process has had an equality impact assessment which remains valid and it is not necessary to update this with a Customer First Analysis at this time. The individual audit assignments may, in some cases, feed into the needs of equality and diversity issues within individual service areas of the Council

## 7. Local Government (Access to Information) Act 1985: List of Background Papers

7.1 No background papers were necessary for the preparation of this report.

## APPENDIX 1

### AUDIT COMMITTEE – 18<sup>th</sup> July 2022

#### Summary of the main issues arising from audits carried out February 2022 – July 2022

##### Creditors:-

###### Audit Assurance Opinion Issued:- Substantial assurance

*The work undertaken showed there is generally a sound system of internal control designed to meet service objectives, and controls are generally being applied consistently. However, some weaknesses in the design and / or inconsistent application of controls put the achievement of particular objectives at risk.*

- The audit found that the authorised signature list could be updated to fully reflect changes in staffing which had occurred. Management agreed to update the list.
- The audit found that a control sheet was not consistently being fully completed with all the required information, this varied from some sheets not being signed to others having some missing information which was particularly where cheques had been used. It should be noted that the majority of payments are electronically made via BACS.

##### Safeguarding:-

###### Audit Assurance Opinion Issued:- Substantial assurance

*The work undertaken showed there is generally a sound system of internal control designed to meet service objectives, and controls are generally being applied consistently. However, some weaknesses in the design and / or inconsistent application of controls put the achievement of particular objectives at risk.*

- The audit found that whilst the majority of staff (13 out of 14 who responded) knew their responsibilities regarding Safeguarding all stated that they would welcome refresher training. It should be pointed out that all new starters have Safeguarding Training as part of their induction and there are number of modules for Safeguarding Training on internal online training platform. Management agreed to facilitate some refresher training during the course of 2022.

##### Project Management:-

###### Audit Assurance Opinion Issued:- Comprehensive assurance

*The work undertaken showed a sound system of internal control which is designed to meet the service objectives, in addition the work carried out showed controls are consistently being applied.*

- No issues arising.