

REPORT TO:		AUDIT COMMITTEE	
DATE:		16 February 2026	
PORTFOLIO:		Councillor Vanessa Alexander - Resources and Council Operations	
REPORT AUTHOR:		Mark Beard – Head of Audit & Investigations	
TITLE OF REPORT:		Audit Follow-Up Report for the period December 2025 – January 2026	
EXEMPT REPORT (Local Government Act 1972, Schedule 12A)	Options	Not applicable	
KEY DECISION:	Options	If yes, date of publication:	

1. **Purpose of Report**

1.1 To inform members of the outcome of routine follow-ups following the previously agreed action plans for completed audit reports. The follow-ups detailed within this report are those carried out during the period December 2025 to January 2026.

2. **Recommendations**

2.1 I recommend that Audit Committee:

- Notes the content of this report for informational purposes.

3. **Reasons for Recommendations and Background**

3.1 This report covers the period December 2025 to January 2026 and provides the details of the follow-ups carried out shown at Appendix 1.

3.2 After the agreement of the recommendations between Management and Internal Audit following the completion of the audit assignment, Internal Audit revisits the area and the recommendations are reviewed to ensure they have been implemented as agreed. This process is known as the 'Follow-Up.'

3.3 Internal Audit assesses the current position to what was agreed at the end of the audit assignment. Where the Service Area has taken no action, then Internal Audit will question why and issue a revised action plan. Part of the control within this process is

consideration by Audit Committee of any issues that arise. The Committee has the ability to ask questions of Management in the relative service areas why they have not acted upon the agreed action plan. The Committee can also express what its expectations would be with regard to such a problem occurring.

3.4 Internal Audit aim to carry out a follow-up for each completed audit area within 6 months of completion. However, there are a number of expectations to that aim: -

- Follow-up in 6 months would be pointless if the recommendations are low enough priority to allow a longer time frame.
- Work of the Audit Team does not allow a follow-up to be carried out. Although Follow-Ups are an important part of the process, the Head of Audit & Investigations must always weigh this against the need for achieving the audit plan and auditing the risks the Council faces.
- There were no recommendations arising from the original audit assignment.

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

4.1 Not applicable as the report is for information 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**

Financial implications (including any future financial commitments for the Council)	There are no financial implications arising from this report.
Legal and human rights implications	There are no legal or human rights implications arising from this report.
Assessment of risk	Risks are taken into consideration during the audit process itself; there is no direct risk implication from this report.
Equality and diversity implications <i>A Customer First Analysis 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 in terms of following up on previously agreed recommendations at the end of an audit assignment. Whilst individual actions may occasionally have equality or diversity requirements, this report does not as it is presenting facts from other sources.

**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.

8. Freedom of Information

8.1 The report does not contain exempt information under the Local Government Act 1972, Schedule 12A and all information can be disclosed under the Freedom of Information Act 2000.

APPENDIX 1

AUDIT COMMITTEE – 16th February 2026

Follow-Ups December 2025 to January 2026

- The table below shows an analysis of the results of the above follow-up having taken place during the follow-up period as above.

Audit Area	Number of Actions Agreed	Number of Actions Agreed Implemented	Comments
Network Controls	2	2	Partially implemented – The Head of ICT & Digital is to explore facilitating a phishing exercise once all security and software solutions have been put into place.
			Implemented – The ICT Induction topics have been discussed with the Learning & Development Officer and will include all aspects of network controls, alongside the requirement for all staff to carry out the Cybersecurity e module on the Hyve.
ICT Assets	1	1	Partially implemented – the Information Security Policy will be reviewed alongside a full review of all ICT policies with the aim of amalgamating them into one policy.
GDPR & Document Retention Policy	1	1	Implemented – The training in relation to GDPR was carried out by the Executive Director, Legal & Democratic on 29.10.25 and 04.12.25.
Risk Management & Policy Framework	2	2	1. Partially Implemented – The Policy has been reviewed by CMT and Audit Committee and will be uploaded to the Hytranet rather than Hyserve, as it is aimed at Service Managers.
			2. Implemented – Service Managers receive regular reminders on the importance of the risk registers, and these are discussed at CMT.
Payroll	9	9	1. Implemented – Guidance has been updated to advise staff how to submit overtime, toil and sickness accurately to HyServe and managers have to authorise all claims correctly. New staff will be met by the Hr team shortly after commencing work for HyServe training.

			<p>2. Partially implemented – The car allowance guidance will not be refreshed due to the LGR review, however an ‘all at’ email was issued by the Payroll & Pensions Manager informing staff to make any claims in accordance with the current guidance.</p>
			<p>3. Partially implemented – HyServe software cannot differentiate any car allowance claim for a journey over 70 miles. To ensure any claim submitted for a journey over 70 miles is paid in accordance with the guidance, the Payroll Team will make a manual adjustment to the payment and inform the relevant staff accordingly.</p>
			<p>4. Implemented – The Payroll & Pensions Manager has been informed in an update from Civica that the issue raised regarding SSP and staff with multiple posts has been resolved.</p>
			<p>5. Implemented – The Payroll & Pensions Manager has made an amendment to the recording of SSP days within Civica – this is now showing as 7 days within the qualifying map and this has corrected the issue.</p>
			<p>6. Partially Implemented – Due to delays in payroll information from one of the third-party payrolls, extra work was required to correct new starters/leavers pay. There has been a change in personnel so this will be monitored by the Payroll Team.</p>
			<p>7. Implemented – the budget reports produced from Civica are reviewed each month by report holders and the Reporting & Transformation Manager has provided advice.</p>
			<p>8. Partially Implemented – There are currently two outstanding incident logs with Civica. The HR and Payroll Team are aware of how to expedite calls.</p>
			<p>9. Partially Implemented – Training was required in relation to Civica People pension screens. This has not been received, however Civica have provided instructions that provided a better understanding of the process. Some</p>

			manual intervention is required occasionally to ensure accuracy.