

REPORT TO:		Audit Committee	
DATE:		27 June 2016	
PORTFOLIO:		Cllr Gareth Molineux - Resources	
REPORT AUTHOR:		Mark Beard – Head of Audit & Investigations	
TITLE OF REPORT:		AUDIT REPORTS & KEY ISSUES – PROGRESS REPORT FOR THE PERIOD APRIL – JUNE 2016	
EXEMPT REPORT (Local Government Act 1972, Schedule 12A)	No	Not applicable	
KEY DECISION:	No	If yes, date of publication:	

1. **Purpose of Report**

- 1.1 To inform members of the Audit Reports issued during the period April – June 2016 and bring to the attention of the Committee what the key issues were.

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 April to June 2016 with 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 each quarter 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 the quarterly 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 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 May 2016 = 14.94% of the plan completed
 Projected out-turn position for 2016/17 = 89.67% of the plan completed

3.5 The position at the end of February 2016 can be broken down as follows:-

Month	% of the Plan Completed that Month
April 2015	8.30%
May 2015	6.64%

3.6 The projected out-turn position for the year is based on the 2 month period April 2016 to May 2016 and assumes that the output remains at a constant during the remaining 10 months of 2016/17. Clearly at such an early stage in the financial year the projected out-turn is only an indication and is unlikely to be the actual final out-turn position with 10 months of work still to be carried out and recorded.

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**

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 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 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.
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**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 – 27th June 2016

Summary of the main issues arising from audits carried out April – June 2016

Members Allowances:-

Audit Assurance Opinion Issued:- Substantial assurance

The work undertaken showed there is a generally sound system of internal control designed to meet the service objectives, and controls are generally being applied consistently. However, some weaknesses in associated policy awareness can put the achievement of particular objectives at risk.

- The audit found a small number of omissions on basic allowance forms, none of which prevented the correct allowance being paid, however, it was agreed that forms would be fully completed.

Refundable Allotment Deposits:-

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.

- The audit found that on occasion an external company had to be used to carry out clearance work on some allotments with extensive debris prior to them being able to be re-let. The Allotment Officer was reminded of the need for such work to be in compliance with the Contracts Procedure Rules in terms of the number of quotes obtained.

Health & Safety:-

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 from the audit.

Asset 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 from the audit.