

REPORT TO:	Audit Committee	
DATE:	30 July 2018	
PORTFOLIO:	Cllr Joyce Plummer - Resources	
REPORT AUTHOR:	Mark Beard – Head of Audit & Investigations	
TITLE OF REPORT:	AUDIT REPORTS & KEY ISSUES – PROGRESS REPORT FOR THE PERIOD APRIL – JULY 2018	
EXEMPT REPORT (Local Government Act 1972, Schedule 12A)	Options	Not applicable
KEY DECISION:	Options	If yes, date of publication: n/a

1. Purpose of Report

1.1 To inform members of the Audit Reports issued during the period April – July 2018 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 July 2018 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 June 2018	=	22.64% of the plan completed
Projected out-turn position for 2018/19	=	90.56% of the plan completed

3.5 The position at the end of June 2018 can be broken down as follows:-

Month	% of the Plan Completed that Month
April 2018	7.74%
May 2018	8.52%
June 2018	6.38%

3.6 The projected out-turn position for the year is based on the 3 month period April 2018 to June 2018 and assumes that the output remains at a constant for the remainder of 2018/19. The out-turn position so early in the financial year is unlikely to be the actual out-turn.

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 A Customer First Analysis should be completed in relation to policy decisions and should be attached as an appendix to the report.	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.

APPENDIX 1

AUDIT COMMITTEE – 30th July 2018

Summary of the main issues arising from audits carried out April – June 2018

Project Qulien (Garden Waste Payment System):-

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.

Housing Benefit & Council Tax Support:-

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.

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 not all staff who are involved with Creditor Payments were fully aware of the Financial Procedure Rules and/or were uncertain how to access these. It was agreed with Management that a copy would be placed on the Hytranet for ease of access to all staff involved in the process.

Cemeteries & Crematorium:-

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.

Outstanding Report – Not Finalised by Management

External Body Nominations:-

The audit was carried out and completed in 2017/18 financial year with the draft report issued to management on 2nd February 2018.

The Senior Auditor has spoken and emailed Management to progress this report so that it can be finalised but has been unable to do so as Management have stated other issues have greater importance.

The report itself has 3 recommendations which remain outstanding and was given an assurance rating of substantial assurance at the time of issue.