

<b>REPORT TO:</b>	Audit Committee	
<b>DATE:</b>	30 July 2018	
<b>PORTFOLIO:</b>	Cllr Joyce Plummer - Resources	
<b>REPORT AUTHOR:</b>	Mark Beard – Head of Audit & Investigations	
<b>TITLE OF REPORT:</b>	<b>AUDIT FOLLOW-UPS REPORT FOR THE PERIOD APRIL – JULY 2018</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 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 April – July 2018.

## **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 details of the follow-ups carried out shown at Appendix 1.

3.2 Following the agreement of the recommendations between Management and Internal Audit following the completion of the audit assignment, the area is revisited by Internal Audit 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. Where no action has been taken by the Service Area, 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 exceptions to that aim:-

- i.) Follow-Up in 6 months would be pointless if the recommendations are low enough priority to allow a longer time frame.
- ii.) Work of the Audit Team does not allow the 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.
- iii.) There were no recommendations arising from the original audit.

#### **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 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> A <i>Customer First Analysis</i> 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 in terms of following up on actions previously agreed for implementation 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.

## APPENDIX 1

### AUDIT COMMITTEE – 30<sup>th</sup> July 2018

#### Follow-Ups      April – July 2018

#### Follow-Ups Carried Out

The following Follow-Ups were carried out during the period April 2018 to July 2018:-

- Data Security & Storage
- Pest Control Payment Methods
- Taxi Licences
- ICT Assets
- CVMU Maintenance Schedules

#### Issues arising from follow-up

- The table below shows an analysis of the results of the above Follow-Up work having taken place:-

Audit Area	No. of Actions Agreed as Reported	No. of Actions Agreed Implemented	Comments
Data Security & Storage	2	2 Implemented	ICT Policies have been reviewed to ensure that the latest version of all policies is published on the Hyndburnart website. The Haworth Art Gallery general office door will be kept locked when no member of staff is in the office, the key will be held by the reception desk which is staffed at all times.
Pest Control Payment Methods	4	1 Implemented	The fees and charges in relation to Pest Control Services have been published on the Hyndburn Borough Council website. Three recommendations were not implemented due to related costs and the potential outweighing of actual income raised. Changes were made to ensure that customers may now pay for extra charges by credit/debit card by contacting the Shared Service Contact Centre.
Taxi Licences	1	1 Implemented	Consideration was to be given to carrying out the DBS checks in line with licence renewal to ensure that

			the DBS check is as up to date as possible, reducing the risks open to public safety and serious reputational damage to the Council. This is being carried out when applicants are renewing their licence and the process is ongoing.
ICT Assets	1	1 Implemented	The Head of ICT has passed correct information relating to the value of ICT Assets to the Principal Accountant for inclusion on the insurance schedules.
CVMU Maintenance Schedules	2	2 Implemented	The latest agreement between HBC and Lex Autolease has been obtained and expires on 15 May 2019. This lease relates to all current lease vehicles. Following receipt of an external report relating to Transport, tachographs will be installed across the relevant fleet vehicles commencing in July 2018. This report also recommended that the Council move to a National Operator Licence – this was done on 7 August 2017.