



PROGRESS AGAINST THE 2014/15 AUDIT PLAN

1. INTRODUCTION

- 1.1 The purpose of this report is to inform members of the Audit Committee of progress made against the 2014/15 audit plan, which was approved in March 2014.

2. INTERNAL AUDIT PLAN 2014/15 PROGRESS

- 2.1 Appendix 1 shows the progress made against the audit plan. Progress is demonstrated by recording the current status of each audit at the time of putting this report together (30th May 2014).
- 2.2 Where audits have been completed, the assurance level and number of agreed recommendations made have been shown. (The Internal Audit Charter provides a description of assurance levels. Reasonable and Substantial assurance levels are positive outcomes).
- 2.3 A good start has been made to the year with six reviews substantially completed. Further details have been provided on the third party work for additional information.
- 2.4 There are no requests to amend the audit plan following the latest risk assessment and no significant issues or frauds that need to be brought to your attention at this time.

PROGRESS ON HIGH PRIORITY RECOMMENDATION

- 2.5 Internal Audit monitors progress made against agreed audit recommendations. Where high priority recommendations are overdue (at the time of preparing this report) they are reported to EMT and Audit Committee. As at 30th May, the following recommendation remain overdue;
- Payment Card Industry Data Security Standards (PCI DSS)
The Council is not currently compliant with the external accreditation process. Work has been ongoing but it has not yet been completed. A further self assessment is required and the appointment of a Qualified Assessor.
 - Progress made against Business Continuity recommendations have been partially reviewed within the scope of the IT audit due to the link with Disaster Recovery planning. Further work needs to be undertaken to ensure all critical activities have robust plans in place and that a post is allocated the responsibility to ensure these plans are maintained. This area will continue to be monitored.
 - The process for verifying VAT claims surrounding travel costs needs to be improved.

3. FINANCIAL IMPLICATIONS & CRIME AND DISORDER IMPLICATIONS

- 3.1 There are no direct financial implications arising from this report, however inadequate coverage may result in areas of control weaknesses not being identified with the raised potential for fraud and adverse comment from the External Auditor with regards to the level of assurance that can be placed on the work of the internal audit team.

4. ENVIRONMENTAL MATTERS & EQUALITY AND DIVERSITY IMPLICATIONS

- 4.1 There are no matters arising directly from this report.

5. RECOMMENDATION

5.1 The Audit Committee note the content of the report.

For Further Information Please Contact:

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Background Papers:

Internal Audit Plan 2014/15
Audit Committee – March 2014

Internal Audit Plan 2014/15 Timetable and Result Summary

APPENDIX 1

Audit Class and Titles	Allocated Time (Days)	Q1 (Apr - Jun)	Q2 (Jul-Sep)	Q3 (Oct-Dec)	Q4 (Jan - Mar)	Assurance level	Number of Recommendations				Comments
							High	Medium	Low	VFM	
Main Financial Audits											
Treasury Management	5										
Main Accounting System inc bank reconciliation	15										
Income	15										
Payroll (inc NFNPA testing) (Inc T&S, Members Allowances & Expenses)	25										
Council Tax	15										
National Non Domestic Rates	15										
Benefits & Fraud Investigation	15										
Landlord services (Rent Accounting)	15										
Accounts Payable	15										
Accounts Receivable	15										
Asset & Estate Management	15										
Assurance/Risk Based Service Areas											
Governance & Corporate Risks	15	Completed				Adequate	1	2	0	1	Code of Good Governance
Forward Planning - Policy and Plans (CIL) (from 13/14)	10	Completed				Substantial	0	1	0	0	
Community Alarms/Lifelines (from 13/14)	10	Draft									
Parking & Enforcement (to complete the audit that started in 13/14)	8	WIP									
Housing Improvement Grants / Disability Facility Grants	10	WIP									
Partnerships (slipped from 13/14)	10		WIP								
Economic Development (slipped from 13/14)	10		WIP								
Tourism - Community and Environment	10		WIP								
Environmental Health - Environment Protection	15										
Domestic Refuse & Commercial Waste and Recycling inc special collections and garden waste and Street Cleansing	20										
Keyhaven River, Moorings and Dinghy Park	15										

Audit Class and Titles	Allocated Time (Days)	Q1 (Apr - Jun)	Q2 (Jul-Sep)	Q3 (Oct-Dec)	Q4 (Jan - Mar)	Assurance level	High	Medium	Low	VFM	Comments
Health and Leisure Centres	20										
Safeguarding	5										
IT Audit (Security/Maintenance, Purchases etc)	25										
Information Governance (inc DPA/FOI/Data Quality/Performance etc)	15										
Procurement/Contract Management	30										
Building Works - Reactive	15										
Housing Development Inc Affordable Housing & Private Sector Leasing & Empty Properties	15										
Risk Management/Insurance/Health and Safety	15										
Electoral Services (to complete from 13/14)	10										
Work with Third Parties											
x 2 Town Councils	11	Completed									
Benefit Subsidy (of NFDC)	45	WIP									
Leader (on third party behalf)	2										
NFPNPA IT	On NFNPA audit plan										
NFNPA Business Continuity and Emergency Planning etc		Completed									
NFNPA Accounts Payable											
NFNPA Grants											
NFNPA Main Accounting											
NFNPA Information Governance											
Dorset sites - management and IT auditor		Each Quarter									