

PROGRESS AGAINST THE 2017/18 AUDIT PLAN AND HIGH PRIORITY RECOMMENDATIONS

1. INTRODUCTION

- 1.1. The purpose of this report is to inform members of the Audit Committee of progress made in delivering the 2017/18 audit plan, which was approved in March 2017. This report also provides an update on the progress with implementing high priority, overdue audit recommendations.

2. RESOURCES

- 2.1 Interim coverage for the vacant Principal Auditor position has been provided by the Group Audit Manager from the Southern Internal Audit Partnership (SIAP) since September 2017, to the Council and its' audit partners, whilst the future audit provision has been reviewed.

3. INTERNAL AUDIT PLAN 2017/18 PROGRESS

- 3.1. Appendix 1 shows the progress made against the 2017/18 internal audit plan to 07 March 2018. Progress is demonstrated by recording the current status of each audit assignment, the audit opinion and a summary of the number of recommendations made. To date, 14 audit reports have been finalised, three audits have been issued as draft reports and all remaining work is in progress.

4. PROGRESS ON HIGH PRIORITY RECOMMENDATIONS

- 4.1. Progress on the implementation of high priority recommendations is monitored and any incomplete recommendations are reported to Audit Committee. Currently the following high priority recommendations are outstanding;

- Payment Card Industry Data Security Standards (PCI DSS) compliance

Update: The Council are in the process of upgrading the chip and pin devices which will allow this method of payment to continue to be received.

There are elements of Agresso that are not PCI DSS compliant and the Council have decided to procure a new system (which could be an up to date version of Agresso) that will be PCI DSS compliant.

It was anticipated that the new guidance documents from the PCI Security Standards Council on voice-over-IP installations (telephone systems), due to be released mid-2017 may have resulted in significant changes to compliance requirements. This guidance will

not now be released therefore the project to move to using Microsoft Office 365 during 2019 will include replacing the current telephony system and address the PCI DSS issue.

- Business Continuity

To ensure that all business units, that are deemed to have Critical Activities, have up to date Business Continuity Plans. To ensure Disaster Recovery Plans are created for each Critical System. High level of responsibility needs to be taken for creating and implementing business continuity plans and ensuring they are kept up to date

Update: The responsible officer has completed a relevant training course. A revised plan of action, timescales and responsibilities has been developed and will be brought to the Executive Management Team for approval in March 2018.

- Corporate Trees

Personal and sensitive information relating to employees sickness and PDI records was held on the W drive which could be accessed by various employees within the Department.

Update: The personal and sensitive information held was removed from the W Drive, and stored appropriately with restricted access, during the audit.

5. FINANCIAL IMPLICATIONS & CRIME AND DISORDER IMPLICATIONS

- 5.1 There are no direct implications arising from this report, however inadequate audit coverage may result in areas of control weakness, unacceptable risks or governance failings as well as the increased potential for error and fraud.

6. ENVIRONMENTAL MATTERS & EQUALITY AND DIVERSITY IMPLICATIONS

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

7. RECOMMENDATION

- 7.1 The Audit Committee note the content of the report and raise any further areas of assurance coverage that they require.

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Background Papers:

Internal Audit Plan 17/18