

**Bolsover District Council**

**Audit Committee**

**16th January 2017**

**Summary of Progress on the 2016/17 Internal Audit Plan**

This report is public

**Purpose of the Report**

- To present for Members information, progress made by the Audit Consortium during the period 10th September 2016 to 3rd January 2017, in relation to the 2016/17 Internal Audit Plan. The report includes a summary of Internal Audit Reports issued during the period and work in progress.

**1 Report Details**

- 1.1 The 2016/17 Consortium Internal Audit Plan for Bolsover District Council was approved by the Audit Committee on the 12<sup>th</sup> April 2016.
- 1.2 The Consortium Agreement in paragraph 9.3 requires that the Head of the Internal Audit Consortium (HIAC) or his or her nominee will report quarterly (or at such intervals as the HIAC may agree with the Committee) to the Audit Committee of each Council on progress made in relation to their Annual Audit Plan.
- 1.3 Attached, as Appendix 1, is a summary of reports issued covering the period 10<sup>th</sup> September 2017 – 3<sup>rd</sup> January 2017, for audits included in the 2016/17 Internal Audit Plan.
- 1.4 Internal Audit Reports are issued as drafts with five working days being allowed for the submission of any factual changes, after which time the report is designated as a Final Report. Fifteen working days are allowed for the return of the Implementation Plan.
- 1.5 The Appendix shows for each report a summary of the Overall Audit Opinion on the audit and the number of recommendations made / agreed where a full response has been received. There are two reports where the overall assessment has been reached of marginal. Members of the Committee will be provided with copies of these reports to consider.
- 1.6 The overall opinion column of Appendix 1 gives an assessment of the reliability of the internal controls examined in accordance with the following classifications:

<b>Control Level</b>	<b>Definition</b>
Good	A few minor recommendations (if any).
Satisfactory	Minimal risk; a few areas identified where changes would be beneficial.
Marginal	A number of areas have been identified for improvement.
Unsatisfactory	Unacceptable risks identified, changes should be made.
Unsound	Major risks identified; fundamental improvements are required.

1.7 In respect of the audits being reported, it is confirmed that there were no issues arising relating to fraud that need to be brought to the Committee's attention.

1.8 The following audits are currently in progress:

- Housing Rents
- Housing Repairs
- Homelessness
- Payroll

## **2 Conclusions and Reasons for Recommendation**

2.1 To inform Members of progress on the Internal Audit Plan for 2016/17 and the Audit Reports issued.

2.2 To comply with the requirements of the Public Sector Internal Audit Standards.

## **3 Consultation and Equality Impact**

3.1 None

## **4 Alternative Options and Reasons for Rejection**

4.1 Not Applicable

## **5 Implications**

### **5.1 Finance and Risk Implications**

5.1.1 Regular reports on progress against the internal audit plan ensure compliance with the Public Sector Internal Audit Standards and allow members to monitor progress against the plan.

### **5.2 Legal Implications including Data Protection**

5.2.1 None

### 5.3 Human Resources Implications

5.3.1 None

### 6 Recommendation

6.1 That the report be noted.

### 7 Decision Information

<b>Is the decision a Key Decision?</b> (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
<b>District Wards Affected</b>	None
<b>Links to Corporate Plan priorities or Policy Framework</b>	The report is linked to Bolsover District Council's aims and objectives to provide customers with an excellent service.

### 8 Document Information

Appendix No	Title
Appendix 1	Summary of Internal Audit Reports Issued 10 <sup>th</sup> September – 3 <sup>rd</sup> January 2017
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
N/A	
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**BOLSOVER DISTRICT COUNCIL**

**Appendix 1**

**Internal Audit Consortium - Report to Audit Committee**

**Summary of Internal Audit Reports Issued – 10th September 2016 – 3rd January 2017**

Report Ref No.	Report Title	Scope and Objectives	Overall Opinion	Date		Number of Recommendations	
				Report Issued	Response Due	Made	Accepted
B010	Council Tax	To ensure that bills are raised and collected promptly and accurately	Good	21/09/2016	12/10/2016	0	0
B011	Section 106	To ensure that section 106 agreements are properly monitored and controlled	Marginal	6/12/2016	22/12/2016	9 (3H 5M 1L)	8
B012	Treasury Management	To ensure there is a clear Strategy in place that is adhered to and that all lending and borrowing is in line with procedure	Good	4/10/2016	25/10/2016	0	0
B013	Housing Benefits	To ensure that Housing Benefits are calculated accurately and paid in a timely manner	Good	20/10/2016	10/11/2016	0	0

Report Ref No.	Report Title	Scope and Objectives	Overall Opinion	Date		Number of Recommendations	
				Report Issued	Response Due	Made	Accepted
B014	Sundry Debtors	To ensure that invoices are raised promptly and accurately and that collection procedures are operating well	Good	1/11/2016	22/11/2016	0	0
B015	Use of Social Media	To ensure that there is a policy and guidance in place for the use of social media and that access is appropriately controlled.	Marginal	3/11/2016	24/11/2016	7 (3H 4M)	7
B016	Stores	To ensure that the contract with Travis Perkins is appropriately monitored	Good	16/11/2016	7/12/2016	3(1M 2L)	3
B017	Creditors	To ensure that purchase orders are raised appropriately and that invoices are paid in a timely and accurate manner	Good	16/11/2016	7/12/2016	0	0

Notes: For recommendations, H = High priority, M = Medium priority and L = Low Priority.