

Bolsover District Council

Audit Committee

26th September 2017

Summary of Progress on the 2017/18 Internal Audit Plan

This report is public

Purpose of the Report

- To present, for members' information, progress made by the Audit Consortium, in relation to the 2017/18 Internal Audit Plan. The report includes a summary of Internal Audit Reports issued to date and work in progress.

1 Report Details

- 1.1 The 2017/18 Consortium Internal Audit Plan for Bolsover District Council was approved by the Audit Committee on the 11th April 2017.
- 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 to date in respect of the 2017/18 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 level of assurance that can be given in respect of the audit area examined and the number of recommendations made / agreed where a full response has been received.
- 1.6 The assurance provided column in Appendix 1 gives an overall assessment of the assurance that can be given in terms of the controls in place and the system's ability to meet its objectives and manage risk in accordance with the following classifications:

Assurance Level	Definition
Substantial Assurance	There is a sound system of controls in place, designed to achieve the system objectives. Controls are being consistently applied and risks well managed.
Reasonable Assurance	The majority of controls are in place and operating effectively, although some control improvements are required. The system should achieve its objectives. Risks are generally well managed.
Limited Assurance	Certain important controls are either not in place or not operating effectively. There is a risk that the system may not achieve its objectives. Some key risks were not well managed.
Inadequate Assurance	There are fundamental control weaknesses, leaving the system/service open to material errors or abuse and exposes the Council to significant risk. There is little assurance of achieving the desired objectives.

- 1.7 It can be confirmed that no fraud issues have been identified in respect of the areas reviewed.
- 1.8 As previously agreed, Members have been supplied with a copy of the audit report in respect of sheltered housing schemes that received a “Limited Assurance” opinion. It should be noted that this audit was not included as part of the 2017/18 internal audit plan. The audit was undertaken at the request of the Chief Executive following issues arising at one of the sheltered housing schemes.
- 1.9 The following audits are currently in progress:
- Clowne Leisure Centre
 - Non Domestic Rates
 - Cash and Bank
 - Treasury Management

2 Conclusions and Reasons for Recommendation

- 2.1 To inform Members of progress on the Internal Audit Plan for 2017/18 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

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: <i>BDC:</i> <i>Revenue</i> £75,000 <input type="checkbox"/> <i>Capital</i> £150,000 <input type="checkbox"/> <i>NEDDC:</i> <i>Revenue</i> £100,000 <input type="checkbox"/> <i>Capital</i> £250,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
District Wards Affected	None

Links to Corporate Plan priorities or Policy Framework	The report is linked to Bolsover District Council's aims and objectives to provide customers with an excellent service.
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8 Document Information

Appendix No	Title
Appendix 1	Summary of Internal Audit Reports Issued in respect of the 2017/18 internal audit plan.
Background Papers (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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JENNY WILLIAMS
INTERNAL AUDIT CONSORTIUM MANAGER

BOLSOVER DISTRICT COUNCIL

Appendix 1

Internal Audit Consortium - Report to Audit Committee

Summary of Internal Audit Reports Issued in respect of the 2017/18 Internal Audit Plan

Report Ref No.	Report Title	Scope and Objectives	Assurance Provided	Date		Number of Recommendations	
				Report Issued	Response Due	Made	Accepted
B001	Business Continuity and Emergency Planning Arrangements	To ensure that the council has appropriate arrangements in place that discharges its responsibilities	Reasonable	25/5/17	23/6/17	3 (1M 2L)	3
B002	Housing Allocations and Lettings	To ensure that there is an up to date policy in place that is applied correctly	Reasonable	7/6/17	28/6/17	3M	3
B003	Sickness Absence Management	To ensure that sickness absence management is appropriately monitored and managed	Reasonable	15/6/17	6/7/17	4 (2M 2L)	4

Report Ref No.	Report Title	Scope and Objectives	Assurance Provided	Date		Number of Recommendations	
				Report Issued	Response Due	Made	Accepted
B004	Land Charges	To ensure that the fees charged are correct and that searches are conducted in a timely manner	Substantial	28/6/17	19/7/17	2L	2
B005	Sheltered Housing Scheme Review	To ensure that systems and procedures are clearly defined and communicated to staff and monitored for adherence	Limited	18/7/17	8/8/17	8 (7M 1L)	4
B006	Asset Management	To ensure that there is an asset management strategy in place that is adhered to	Substantial	26/7/17	16/8/17	4 (2M 2L)	4
B007	Corporate Plan Targets	To ensure that targets link to the Council's objectives and that they are monitored and calculated correctly	Substantial	8/8/17	30/8/17	2L	2
B008	Contract Accounts and Procedures	To ensure that contracts are appropriately monitored and controlled and that final accounts are passed for audit in a timely manner	Reasonable	8/8/17	30/8/17	3 (2M 1L)	Response not due at time of writing report

Report Ref No.	Report Title	Scope and Objectives	Assurance Provided	Date		Number of Recommendations	
				Report Issued	Response Due	Made	Accepted
B009	Disabled Facilities Grants	To ensure that grants are properly awarded in line with procedures and that works are appropriately carried out	Substantial	6/9/17	22/9/17	3 (1M 2L)	Response not due at time of writing report
B010	Procurement	To ensure that procurements are undertaken in line with Financial Regulations and Procedures and EU rules	Substantial	14/8/17	5/9/17	0	0
B011	Pleasley Mills Rent Collection	To ensure that lettings and terminations are carried out properly and that rent is collected promptly and accurately	Substantial	22/8/17	13/9/17	0	0

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