

Bolsover District Council

Meeting of the Audit Committee on 29th January 2026

Summary of Progress on the 2025/26 Internal Audit Plan

Report of the Head of the Internal Audit Consortium

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| Classification | This report is public |
| Contact Officer | Jenny Williams – Head of the Internal Audit Consortium |

PURPOSE/SUMMARY OF REPORT

To present, for members' information, a progress report in respect of the 2025/26 Internal Audit Plan.

REPORT DETAILS

1. Background

- 1.1 The Global Internal Audit Standards require that the Head of the Internal Audit Consortium reports periodically to the Audit Committee in respect of performance against the audit plan. Significant risk and control issues should also be reported.

2. Details of Proposal or Information

- 2.1 Appendix 1 is a summary of reports issued to date in respect of the 2025/26 Internal Audit Plan.
- 2.2 The Appendix shows for each report the level of assurance given and the number of recommendations made / agreed where a full response has been received. This provides an overall assessment of the system's ability to meet its objectives and manage risk. The definitions of the assurance levels used can be seen in the table below.

| Assurance Level | Internal Audit Definition | Risk Register Link |
|------------------------------|---|---------------------------|
| 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. | Minor / negligible impact |
| 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. | Minor / moderate |
| 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. | Moderate / Severe Impact |
| 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. | Catastrophic Impact |

2.3 In this period 11 reports have been issued 7 with substantial 2 with reasonable and 2 with limited assurance. 1 report has also been issued to Dragonfly Management with reasonable assurance.

2.4 As Members have previously requested, a full copy of the limited assurance reports have been attached. The Lifeline report is at Appendix 2.

The main reasons for a Limited Assurance report being issued were: -

- 7/17 DBS checks had expired (high risk)
- Not all staff had undertaken the mandatory safeguarding and data protection training
- The standard agreement between the Council and its service users requires improvement
- Improvement is required to the arrears process

2.5 Other areas were found to be working well. Immediate action was taken by management in respect of improving the DBS controls in place.

2.6 The Data Protection report is attached at Appendix 3. The main reasons for a Limited Assurance report being issued were: -

- The Data Protection policy was out of date
- Not all staff had undertaken data protection training and training records were not well maintained
- The data asset register had not been kept up to date
- The data retention schedule was out of date and not accessible to staff

2.7 At the time of the audit there was a new Data Protection Officer in post who was already making good progress to address the weaknesses identified both by herself and the auditor.

2.8 No issues arising relating to fraud were identified.

2.9 Appendix 4 provides the progress to date in respect of the completion of the 2025/26 Internal Audit Plan. Progress to date is good, an interim Auditor was appointed to cover staff shortages.

2.10 The Consortium is now fully staffed.

3. Reasons for Recommendation

3.1 To inform Members of progress on the 2025/26 Internal Audit Plan and to provide details of the Audit Reports issued to date.

3.2 To comply with the requirements of the Global Internal Audit Standards.

4 Alternative Options and Reasons for Rejection

4.1 N/A

RECOMMENDATION

That the report be noted.

IMPLICATIONS:

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| | | |
| <u>Finance and Risk</u> | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Details: | | |
| Internal audit reviews help to ensure that processes and controls are operating effectively thereby contributing to ensuring that value for money is obtained. | | |
| On behalf of the Section 151 Officer | | |
| | | |
| <u>Legal (including Data Protection)</u> | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Details: | | |
| The core work of internal audit is derived from the statutory responsibility under the Accounts and Audit Regulations 2015 which requires the Council to “undertake an | | |

effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking in to account the Public Sector Internal Audit Standards or guidance".

On behalf of the Solicitor to the Council

Staffing Yes ☐ No ☒
Details:

On behalf of the Head of Paid Service

Equality and Diversity, and Consultation Yes ☐ No ☒

Details: N/A

Environment Yes ☐ No ☒

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.

Details: N/A

DECISION INFORMATION

☒ **Please indicate which threshold applies:**

Is the decision a Key Decision?

A Key Decision is an Executive decision which has a significant impact on two or more wards in the District, or which results in income or expenditure to the Council above the following thresholds:

Revenue (a) Results in the Council making Revenue Savings of £75,000 or more or **(b)** Results in the Council incurring Revenue Expenditure of £75,000 or more.

Capital (a) Results in the Council making Capital Income of £150,000 or more or **(b)** Results in the Council incurring Capital Expenditure of £150,000 or more.

District Wards Significantly Affected:

(to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District)

Please state below which wards are affected or tick **All** if all wards are affected:

Yes ☐ No ☒

(a) ☐ (b) ☐

(a) ☐ (b) ☐

All ☐

| | |
|--|--|
| Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If No, is the call-in period to be waived in respect of the decision(s) proposed within this report? <i>(decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer)</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Consultation carried out: <i>(this is any consultation carried out prior to the report being presented for approval)</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Leader <input type="checkbox"/> Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/> | |

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| Links to Council Ambition: Customers, Economy, Environment, Housing |
| Internal audit reviews help to ensure that the Council is delivering high quality, cost effective services. |

| DOCUMENT INFORMATION | |
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| Appendix No | Title |
| 1 | Summary of Internal Audit reports issued in respect of the 2025/26 Internal Audit Plan to date |
| 2 | Lifeline Report |
| 3 | Data Protection Report |
| 4 | Progress on the 2025/26 Internal Audit Plan |

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| Background Papers <i>(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 Executive you must provide copies of the background papers).</i> |
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