

Committee: PERFORMANCE & AUDIT COMMITTEE

Agenda Item

Date: 17 November 2011

4

Title: Internal Audit Progress Report, 06 August to 04 November 2011

Author: Sheila Bronson, Internal Audit Manager
01799 510610

Item for Information

Summary

1. To report to the Performance & Audit Committee details of work undertaken by Internal Audit since the last report to the Performance Select Committee on 01 February and to provide an update on implemented and outstanding internal audit recommendations.

Recommendations

2. That the Internal Audit Progress Report (06 August to 04 November 2011) be noted

Financial Implications

3. None. There are no costs associated with the recommendations.

Background Papers

4. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

The Internal Audit Programme 2011/12

Impact

- 5.

Communication/Consultation	The Internal Audit Work Programme 2011/12 referred to in this report has been approved by Strategic Management and endorsed by the Performance Select Committee at its February 2011 meeting. Strategic and Senior Management have been consulted with on the planned work areas for quarters 3 & 4 of 2011/12.
Community Safety	none

Equalities	none
Health and Safety	none
Human Rights/Legal Implications	none
Sustainability	none
Ward-specific impacts	none
Workforce/Workplace	none

Situation

6. The purpose of this report is to provide management and members with:
 - i) Details of the work completed by Internal Audit since the last report to the Members of the Performance and Audit Committee at its meeting 18 August 2011;
 - ii) A summary of the risk level 3 and 4 highest priority recommendations made and agreed;
 - iii) Performance against the Internal Audit Work Programme 2011/12;
 - iv) Details of any risk level 3 and 4 highest priority recommendations not implemented within the agreed timescale;
 - v) Details of any risk level 1 and 2 lower priority recommendations not implemented within the agreed timescale.

Work Undertaken by Internal Audit 06 August to 04 November 2011

7. Since the last report to the Committee:
 - i) 5 audits from the 2011/12 audit programme have been completed and Final Reports issued with a total of 11 recommendations made. All final audit reports issued have been copied to Performance and Audit Committee members. An overall summary of final reports issued together with an analysis of agreed recommendations is presented at Appendix A;
 - ii) There are 2 risk level 3 or 4 highest priority recommendation arising from the final reports, details of this are presented at Appendix A;
 - iii) Between 06 August to 04 November 2011, 3 further audits from the 2011/12 audit programme have been completed to draft report stage.

Audit Work Programme 2011/12 Review and Revision

8. The Internal Audit Work Programme 2011/12 is a rolling programme of audits subject to review and updating at strategic points throughout the year.
9. The amount of audit days available to the team in quarters 1 & 2 was reduced by a higher than expected level of non-specific audit work and resource availability.

10. The programme of work for quarters 3 & 4 has been revised to match the approximate 143 audit days available to the team until 31 March 2011. Priority has been given to ensuring completion of the Key Financial audits which are part of our managed audit agreement with the Audit Commission, after which further audits will be undertaken on a risk basis as resources allows.
11. In the revised 2011/12 Work Programme, the total number of audits expected to be completed has been reduced from 30 to 25, with 5 lower risk audits to be carried forward to the 2012/13 Work Programme.
12. Strategic and Senior Management have been consulted with on the planned work areas for quarters 3 & 4 of 2011/12.
13. As of 04 November 2011, Internal Audit year to date work against the revised audit programme is:
 - i) 18 out of 25 Audits commenced (72%)
 - ii) 10 out of 25 Audits completed to draft report stage (40%)
 - iii) 7 out of 25 Audits completed and Final Reports Issued (28%)

We expect to achieve our target of 90% of audits completed to draft report stage by 31 March 2012.

Recommendations Implemented 06 August to 04 November 2011

14. There were no risk level 3 or 4 highest priority recommendations expected to be implemented between 06 August to 04 November 2011.

Recommendations Not Implemented by due date at 04 November 2011

15. At 04 November 2011, all previously agreed recommendations had been implemented in accordance with their agreed due dates.

Risk Analysis

16.

Risk	Likelihood	Impact	Mitigating actions
The issues highlighted in the internal audit reports are not acted upon	1 Action is already being taken towards the implementation of the recommendations contained in the reports.	2 There would be varying levels of impact from non-implementation of recommendations given the significance of the control risks identified.	Internal audit reports are followed up to ensure compliance. There are escalation procedures in the event of non compliance

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.