
INTERNAL AUDIT QUARTERLY UPDATE

1.0 Summary of Progress against the 2017/18 plan.

- 1.1 Progress against the plan to date is an improvement over that of the previous year with 38% of audits in progress compared to 34% for the same period in 2016/17 and broadly in line with the position in the previous year 2015/16 36%, the last quarter where the section was fully staffed in line with establishment. The Audit Manager will provide a verbal update on the latest position at the meeting.

Title	Position
Cashiers	Work not yet commenced
Creditors	Work not yet commenced
Debtors	Work not yet commenced
NNDR	Work in progress
Council Tax	Work in progress
Benefits	Work not yet commenced
Housing Rents	Work in progress
Treasury Management	Work in progress
Contracts and Procurement	Work in progress
Accounting Controls	Work not yet commenced
Payroll	Work in progress
Annual Governance Statement	Work not yet commenced
Performance Management	Work in progress
Customer Services	Work not yet commenced
ICT	Work not yet commenced
Property Services – housing maintenance	Work not yet commenced
Rent and Money Advice	Work not yet commenced
Leisure	Work not yet commenced
Homelessness	Work not yet commenced
Disabled Facilities Grants	Work in progress
Refuse and Recyclables	Work not yet commenced
Anti-fraud work	Work not yet commenced
Money Laundering reporting Officer	Work not yet commenced
National Fraud Initiative	Work in progress
Summary	
Work complete	0
Work in progress	9
Work not yet commenced	15
Total	24

2.0 Other matters of note.

2.1 Review of conformance with Public Sector Internal Audit Standards (PSIAS)

Background

There is a requirement for internal audit's conformance with the PSIAS to be externally assessed at least every five years. Members resolved that

the review be undertaken by an external assessment rather than joining the Lancashire District's peer review programme with the February meeting of Council agreeing budget provision for this.

Current developments:

Preparation for commissioning the review is in progress with three suitably qualified assessors having been identified and the process of establishing indicative costs for this service from each underway.

It is anticipated that these will all be to hand late September when a decision on engaging a provider will be made.

2.2 Update on Management of Electronic Records

Background

An officer group has been reviewing the Council's management of electronic records. Historically the arrangements for management of data have been determined in each service locally within a framework of corporate standards contained in the ICT and Data Security Policy, Data Protection Policy, Retention and Disposal Schedule etc.

Following the review the Council's Annual Governance Statement approved by this Committee identified the management of electronic records as a significant governance issue for the Council in the light of the volume of information currently held on systems. It also made reference to the development of an action plan to improve governance in this area.

Current developments include the following:

- Officers have initiated a Digital Data Information Governance Group (DDIGP).
- The group have identified that there are potentially significant advantages to be gained by implementing a more standardised approach to the management of the Council's electronic information corporately, facilitating business delivery and compliance with all relevant governance requirements.
- A report informing members of the necessary work was taken to the meeting of Council on 19 July 2017.
- A new structure for storage and revised access permissions for the Council's network is being developed in consultation with BTLS.
- An improved process for "starters" and "leavers" is being produced to assist the Council's requirements for administering appropriate electronic access to systems and hardware and cessation of this access on leaving/moving.
- The appointment of a temporary Data Access and Storage Governance Project Officer was approved at the Council meeting of the 19th July.
- In line with this committee's resolution at the June meeting a further report on the position will be brought to a future meeting for consideration.

3.0 Conclusion

- 3.1 With the section's new structure now in place and bedding in, while there are still some residual effects of temporarily reduced resource levels over the last 12 months, the new establishment will enable delivery of the 2017/18 plan. The early indications are that it will provide adequate coverage to satisfy the Council's legal duty under the Accounts and Audit Regulations 2015 to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards.