

## Internal Audit Progress Report as at 15 October 2020 Audit and Risk Committee – 26 October 2020



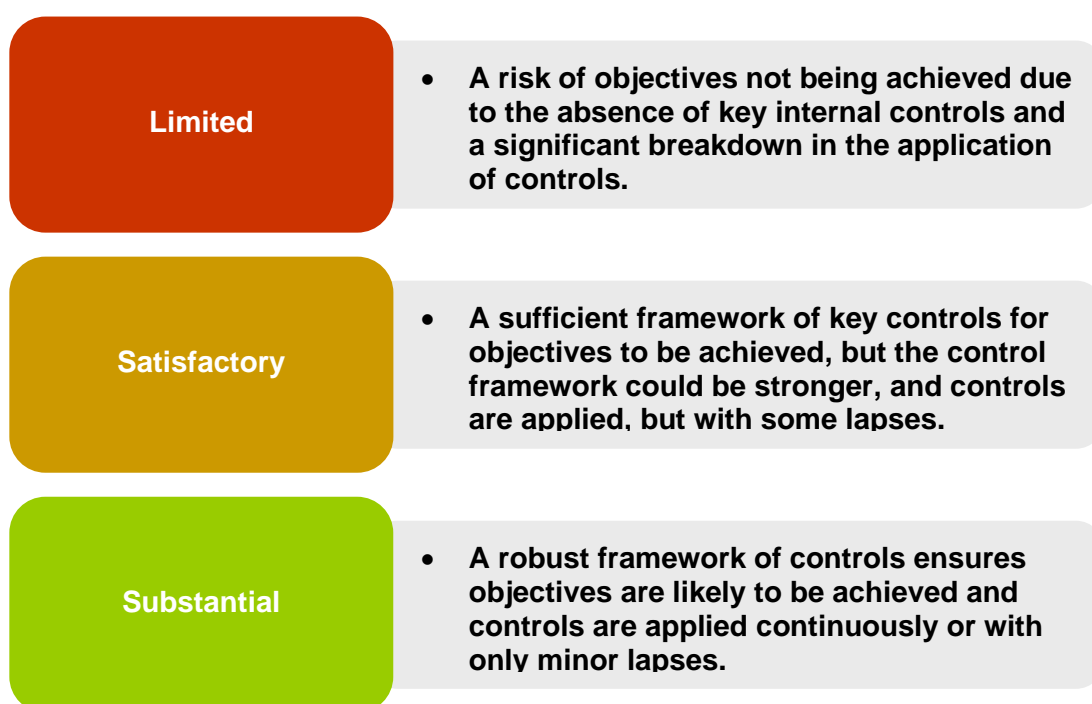
1. Introduction
2. Summary of work completed and in progress
3. Issues arising
4. Other activities
5. Service quality questionnaire feedback

# 1 Introduction

The purpose of this report is to bring the Audit and Risk Committee up to date with the progress made against the delivery of the 2020/21 Internal Audit plan.

The information included in this progress report will feed into and inform our overall opinion in our Internal Audit annual report issued at the year end.

Where appropriate each report we issue during the year is given an overall opinion based on the following criteria:



This is based upon the number and type of recommendations we make in each report. Each recommendation is categorised in line with the following:

Priority rating for issues identified		
<p><b>Fundamental</b> action is imperative to ensure that the objectives for the area under review are met.</p>	<p><b>Significant</b> requires action to avoid exposure to significant risks in achieving the objectives for the area under review.</p>	<p><b>Merits attention</b> action is advised to enhance risk mitigation, or control and operational efficiency.</p>

## 2 Summary of work in progress as at 15 October 2020

Auditable Area	ANA Rating	Suggested/Agreed Actions					Level of Assurance
		Fundamental	Significant	Merits attention	Total	Number accepted	
<b>In progress:</b>							
Fire Stations – Management of Fuel	Medium						
Absence Management	Medium						
Data Protection	High						
Accounts Receivable	KFS						
Accounts Payable	KFS						
Payroll	KFS						
<b>To be started:</b>							
Governance	High						
Risk Management	High						
IT	High						
Fixed Asset Accounting/Asset Planning	KFS						
Budgetary Control	KFS						
Pension Certification	High						

Key: KFS = Key Financial System  
ANA = Audit Needs Assessment

[ILO: UNCLASSIFIED]

### 3 Issues arising

Any issues of significance identified by the audit reviews will be reported to the Committee as and when they arise.

### 4 Other activities

#### **Advice and Guidance**

We provide on-going advice and guidance to the authority to assist with the continuous improvement of the overall control environment.

#### **Ad hoc Training**

We provided training to the committee on the role of Internal Audit and the responsibilities of the Audit and Risk Committee in monitoring this function. In addition, we provided training on "Fraud Awareness". Both took place at the November 2019 meeting.

#### **CIPFA – Audit Committee Updates**

We continue to present the regular CIPFA Audit Committee Updates to the Audit and Risk Committee.

#### **Internal Audit Plan 2020/21**

We submitted the Internal Audit annual plan for 2020/21 to the committee for approval at the July 2020 meeting.

#### **Internal Audit Annual Report 2019/20**

We presented the Internal Audit annual report for 2019/20 to the committee for comment and approval at the July 2020 meeting.

#### **Internal Audit Charter**

We submitted the Internal Audit Charter to the committee for annual review at the January 2020 meeting.

#### **Counter Fraud**

We continue to lead on the Cabinet Office's National Fraud Initiative and their other associated fraud related activity (such as the Annual Fraud Survey), on behalf of the authority and to provide the main point of contact for any investigations into potential fraudulent activity.

## 5 Service quality questionnaire (SQQ) feedback

<b>Overall Satisfaction with Audit Services</b>	<b>Average Score</b>
	No SQQs received to date

Scores range between 1 = Poor and 5 = very good. We have a target of achieving an average score of **4 = good**.