



CORPORATE GOVERNANCE COMMITTEE – 31 JANUARY 2020

REPORT OF THE DIRECTOR OF CORPORATE RESOURCES

INTERNAL AUDIT SERVICE PROGRESS REPORT

Purpose

1. The purpose of this report is to:
 - a. provide a summary of work conducted during the period 1 October 2019 to 17 January 2020;
 - b. report on progress with implementing high importance recommendations.

Background

2. Under the County Council's Constitution, the Committee is required to monitor the adequacy and effectiveness of the internal audit function, which is provided by Leicestershire County Council's Internal Audit Service (LCCIAS). To do this, the Committee receives periodic reports on progress against the annual Internal Audit Plan.
3. Most planned audits undertaken are of an 'assurance' type, which requires undertaking an objective examination of evidence to reach an independent opinion on whether risk is being mitigated. Other planned audits are of a 'consulting' type, which are primarily advisory and guidance to management. These add value, for example, by commenting on the effectiveness of controls designed before implementing a new system. Also, unplanned 'investigation' type audits may be undertaken. Internal audit staff also undertake other control environment related work.

Summary of progress against the Internal Audit Plan 2019-20

4. This report provides in **Appendix 1** a summary of work undertaken between 1 October 2019 to 17 January 2020.
5. For assurance audits (pages 1 and 2 of Appendix 1) an 'opinion' is given, i.e. what level of assurance can be given that material risks are being managed. There are usually four levels: full; substantial; partial; and little. 'Partial' ratings are normally given when the auditor has reported at least one high importance recommendation, which would be reported to this Committee and a follow up audit would ensue to confirm action had been implemented. Occasionally, the

auditor might report a number of recommendations that individually are not graded high importance but collectively would require a targeted follow up to ensure improvements have been made.

6. LCCIAS also undertakes consulting/advisory type audits (pages 3 and 4). Where these incur a reasonable amount of resource, they are also included. Examples include advice, commentary on management's intended control design and framework and potential implications of changes to systems, processes and policies.
7. Pages 5 to 7 of Appendix 1 provide information on: -
 - a. Where LCCIAS either undertakes itself or aids others with unplanned investigations. These are not reported to the Committee until the outcome is known. This period, three investigations were concluded;
 - b. 'Other control environment/assurance work', which gives a flavour of where internal auditors are utilised to challenge and improve governance, risk management and internal control processes which ultimately strengthens the overall control environment;
 - c. Where LCCIAS auditors are utilised to undertake work assisting other functions.
8. In order to remain effective, LCCIAS staff regularly attend training and development events and both midlands and national internal audit network events. A summary of events attended during the last quarter is shown on page 8.

Progress with implementing high importance recommendations

9. The Committee is also tasked with monitoring the implementation of high importance recommendations. **Appendix 2** details high importance (HI) recommendations and provides a short summary of the issues surrounding these. The relevant manager's agreement (or otherwise) to implementing the recommendation and implementation timescales is shown. Recommendations that have not been reported to the Committee before or where LCCIAS has identified that some update has occurred to a previously reported recommendation are shown in **bold font**. Entries remain on the list until the auditor has confirmed (by specific re-testing) that action has been implemented.
10. To summarise movements within Appendix 2: -
 - a. **New** – Burbage CE Infant School; Information Security Awareness and Training
 - b. **In progress** - Corporate Resources - Property Contracts Awards (extended); Corporate Resources - Leicestershire Schools Music Service (extended)
 - c. **Closed** – Information Security Awareness and Training

Resource implications

11. There are no resource implications arising directly from this report.

Equality and Human Rights Implications

12. There are no discernible equality and human rights implications resulting from the audits listed.

Recommendation

13. That the contents of the routine update report be noted.

Background Papers

The Constitution of Leicestershire County Council

<http://politics.leics.gov.uk/ieListDocuments.aspx?CId=1187&MId=6195&Ver=4&Info=1>

Report to the Corporate Governance Committee on 10 May 2019 - Internal Audit Plan for 2019-20

<http://politics.leics.gov.uk/ieListDocuments.aspx?CId=434&MId=5854&Ver=4>

Circulation under the Local Issues Alert Procedure

None.

Officer to Contact

Neil Jones, Head of Internal Audit & Assurance Service

Tel: 0116 305 7629 Email: neil.jones@leics.gov.uk

Appendices

- Appendix 1 - Summary of Internal Audit Service work undertaken between 1 October 2019 and 17 January 2020.
- Appendix 2 - High Importance Recommendations

This page is intentionally left blank