

Summary of Internal Audit Service Work – 8th May to 8th September 2023

Appendix 1

Assurance Audits

<u>Department</u>	<u>Entity</u>	<u>Final report (or position at 8/9</u>	<u>Opinion / Assurance rating</u>	<u>HI Rec'n</u>
Chief Executives	Multiply Funding Grant Funding	16 th May 2023	Certified	No
Chief Executives	Foodbanks	WIP	TBC	No
Children & Family Services	2023/24 Supporting Leicestershire Families - Payments by Results (June 23 Claim) Additional batch	27-Jul-23 4-Sep-23	Certified	No
Children & Family Services	Maplewell Hall School	Draft issued	TBC	TBC
Children & Family Services	Oakfield Short Stay School	Draft issued	TBC	TBC

Consolidated Risk	National Fraud Initiative 2022/24 – investigation of outputs from data matching	Review stage	N/A	No
Consolidated Risk	Self-Assessment against the CIPFA Code of Practice – Managing the Risk of Fraud & Corruption	Self-Assessment Complete. Awaiting Moderation by External Partner.	N/A	No
Consolidated Risk	IT Hardware and Software Audit	Draft Issued	TBC	TBC
Consolidated Risk	Cyber Security Audit	Testing On-going	TBC	TBC
Consolidated Risk	Surveillance and CCTV Follow-up Audit	Review Stage	TBC	Yes
Consolidated Risk	Third Party Access and Monitoring	Testing to commence	TBC	TBC
Consolidated Risk	Fusion – Internet Expenses	Review Stage	TBC	Yes
Consolidated Risk	Validity of VAT only invoices	Final issued	Substantial	No
Consolidated Risk	Data analytics VAT numbers – using IDEA VAT checker	Final Issued	Substantial	No
Consolidated Risk	P-cards usage	Review Stage	TBC	TBC
Consolidated Risk	Key feeder systems – Accounts payable	Review Stage	TBC	TBC
Consolidated Risk	Publishing Obligations under the Local Government Transparency Code	Draft report compiled	TBC	TBC
Consolidated Risk	Disclosure and Barring Scheme Checking	Testing to commence	TBC	TBC

Consolidated Risk	Maintained Schools Payroll transition to third party payroll provider	Position Statement issued	N/A	No
Consolidated Risk	Zouch Bridge Replacement Scheme – follow up of implementation of external consultant's recommendations	Draft report being compiled	TBC	TBC
Consolidated Risk	Business Travel Documents	Review Stage	TBC	Yes
Consolidated Risk	Publishing Obligations under the Local Government Transparency Code	Draft pending	TBC	TBC
Environment & Transport	Bond Reimbursements (Counter Fraud)	8th September 2023	Partial	Yes
Environment & Transport	Local Transport Capital Block Funding (Pothole Fund) 22/23 – No 31/6001	8 August 2023	Certified	No
Environment & Transport	Local Transport Capital Block Funding 22/23 – No 31/6002	8 August 2023	Certified	No
Environment & Transport	Bus Services Operators Grant	WIP		
Public Health	Home Upgrade Grant – Phase 1 (HUG1)	29 th June 2023	Certified	No
Public Health	Home Upgrade Grant Phase 2 (HUG 2) 31/6400	25 May 2023	Certified	No
Public Health	Local Authority Delivery Phase 3 (LAD 3)	WIP	TBC	

Consulting audits

<u>Department</u>	<u>Entity</u>	<u>Final report (or position at 8/9)</u>
Consolidated Risk	Consultancy work with the Commercial Support Unit to assess the robustness of the Council's preventative controls that are in place to mitigate the risks associated with bid rigging / anti-competitive behaviour in the procurement realm.	Ongoing
Consolidated Risk	A governance questionnaire designed to assess the appropriateness of current and planned governance arrangements, in response to governance issues that have been identified within other public sector organisations, e.g. as highlighted in recent Public Interest Reports was completed, reviewed and a Management Memorandum and action plan was issued (August 2023) for discussion and agreement.	Ongoing
Consolidated Risk	<p>ICT Policies and Procedures:</p> <ul style="list-style-type: none"> - Attendance at Information Assurance Group Meetings - Floor walk (ongoing programme of work) - Advice provided on Surveillance and CCTV processes e.g. unencrypted USB usage, Zouch Bridge CCTV, input into self-assessment documentation - Input into Information Security Related Breaches (reported to the ICO) as and when required. <p>EMSS Advisory: -</p> <ul style="list-style-type: none"> - Provide input and advice in the following areas in conjunction with Nottingham City Council: - <ul style="list-style-type: none"> o Outputs from the IT Health Check for Oracle o Use of IDEA o Grant Thornton Extraction of Data from Oracle 	Ongoing

Consolidated Risk	Input was provided to designing a protocol with Legal and Procurement to ensure there's a consistent approach applied should any procurement challenges occur	Phase 1 completed. Phase 2 WIP
	Information Security Risk Assessments (ISRA)	
Corporate Resources	Insights Products - Subscription for a financial reporting tool for the streamlining of reporting processes in LALS and ContrOCC	Signed off 10/07/23
Corporate Resources	Granicus Firmstep Solution used to record interactions between council departments and citizens who use specific services. ISRA included additional pieces of functionality, such as Realtime Reporting	Signed off 20/07/23
Corporate Resources	Quit Manager Bionical Solutions Data collection, management and reporting solution for stop smoking & weight management system.	Signed off 24/07/23
Corporate Resources	myOHproject New Occupational Health system - myOHportal. This replaces an existing system and supplier. Contract awarded to new supplier.	Signed off 14/08/23
Corporate Resources	CCTV Care Home - Review of a Care Home CCTV security arrangements	Ongoing (part of a bigger programme of work, the ISRA has been revised and due for another review)
Corporate Resources	Generic Devices - Process for the use of generic devices at LCC (includes use of generic login)	Ongoing
Corporate Resources	Wagestream - Financial Management service to LCC employees	Ongoing

Corporate Resources	Synergy, Orchestra & system Talk Data Transfer - Additional functionality within the Synergy System e.g. automation of feeds into School Management Systems	Ongoing
Corporate Resources	Core+ - Web-based database solution for Integrated Youth Support (replaces CareWorks)	Ongoing
Corporate Resources	Claremont Cloud Hosting Transfer of Data from Oracle - Cloud Hosting of Oracle databases	Ongoing
Corporate Resources	ECIN Phoenix Project Youth and Justice multi-agency project, to work with an identified cohort / control group of the most violent offenders and offered intervention this will be monitored recorded on ECINS, a cloud-based case Management system used and accessed by all the involved agencies.	Ongoing
Corporate Resources	ReMarkable Tablet Hardware products and licensed software services that allow customers to write, draw and scribble freely on the device. Neurodiverse aid for note taking, issued by the Department of Work and Pension (DWP) as part of an access to work grant.	Ongoing

Undertaking or aiding with unplanned 'investigations'

<u>Department</u>	<u>Entity / Details</u>	<u>Outcome by 1/9</u>
Children & Family Services	Advice to the department regarding suspected travel claim fraud.	Advice complete. Employee has resigned.
Corporate Resources	Advice to the department regarding an investigation into misuse of Council systems and potential fraud concerning an LCC employee.	Advice complete.
Environment & Transport	Advice to the department regarding theft of bunkered fuel from Council depot.	Advice complete.
Environment & Transport	Advice to the department regarding suspected fraudulent application for disabled parking permit (blue badge).	Advice complete. Blue badge and concessionary travel pass both cancelled. Case referred to the Police.
Environment & Transport	Advice to the department regarding the suspected misuse of a fuel card by an employee to draw unauthorised fuel from Council stocks.	Advice complete.

Other control environment/assurance work

<u>Department</u>	<u>Entity</u>	<u>Final report (or position at 1/9)</u>
Governance	Assisted the Monitoring Officer and Democratic Services Manager to appoint and train two Independent Members of the Corporate Governance Committee (CGC)	Complete
Governance	Annual interview of the HoIAS by the External Auditor to discuss a variety of governance, risks management and fraud matters – provide evidence	Complete
Governance	Draft Annual Governance Statement (AGS) 2022-23 published	Complete
Governance	Final Annual Governance Statement (AGS) 2022-23 in process of being drawn up	Ongoing
Governance	Started review of requirements for CGC self-assessment of effectiveness using revised CIPFA Guidance	Ongoing
Governance	Began design and compilation of inaugural CGC Annual Report to Full Council	Ongoing
Governance	Began design and compilation of inaugural Insurance Service Annual Report to CGC	Ongoing
Governance	<p>Research into the role and responsibilities of LCC as the Accountable Body to the East Midlands Freeport</p> <ul style="list-style-type: none"> - Two meetings with other Freeport Heads of Internal Audit - Reviewing potential Internal Audit/Risk Management role in security committee 	Ongoing
Risk Management	Corporate Risk Register updates – September reporting cycle	Ongoing

Risk Management	Property & Occupants Risk Management Group Arranged, chaired, and reported actions - June and September meetings Input to the Council's approach to	Ongoing
Risk Management	Continuing Inputs to the Council's plans to meet 'Prevent' and 'Protect' (Martyn's Law) duties under 'CONTEST' (the Government's Counter-terrorism strategy)	Ongoing
Counter Fraud	Targeted approach with key sections routinely involved in procurement and commissioning activities to increase the take-up by staff of (non-mandatory) e-learning on procurement fraud risk.	Complete
Counter Fraud	Initial dialogue with external provider to explore the opportunities for near real-time data matching of Council data to the General Registrar Office (GRO) deceased persons database to seek to ensure that ongoing payments or other Council services provided to an individual can be cancelled at the earliest opportunity in the event of the death of a service user.	Ongoing

Work assisting other functions

<u>Department</u>	<u>Entity</u>	<u>Position at 1/9</u>
Corporate Resources	School payroll transition working group this has evolved into a Consolidated Risk audit with Terms of Engagement issued – reported under assurance work section	WIP
Corporate Resources	Operational Finance Support Model & Control Group	WIP

Training, development and networks attended during the period

Local Authorities Chief Auditors Network

- Regular attendance at meetings by Head of IAS and Audit Managers where appropriate

Midlands Counties Heads of Internal Audit Groups

- Management Group
 - Attendance at meeting in May 2023. Discussions points as follows:
 - Quality Assurance and Improvement Program (QAIP) Discussion
 - IIA Global Standards consultation
 - Updates from Fraud, IT & Data Analytics Sub-Groups
- ICT Audit Sub-Group
 - Inputs into IT Points of Practice
 - DBS checks for Auditors
- Fraud Sub-Group
 - No meeting this period, although networking continues via info sharing message board / platform

Midlands Contract Audit Group

- No meeting this period

Institute of Internal Auditors (IIA)

- Institute Drop In Clinics
- IIA Midlands Conference

- IIA Aspire Committee
- IIA Midlands Regional Committee
- IIA Maximising the value of Assurance
- IIA Local Authority Forum

Other IT Audit Training: -

- IIA - Data Analytics and Fraud Webinar and *Data Analytics Strategy Webinar*
- Ideagen - Artificial Intelligence Webinar

CIPFA Better Governance Forum (and LGA)

- Webinar - – Director of Local (External) Audit – Financial Reporting Council – plans for reducing external audit problems

East Midlands Risk Management Group

- No meetings in this period

Other training & development

- NAFN (National Anti-Fraud Network) Webinars – New user; service overview; DVLA user
- Competition & Markets Authority (CMA) – Bid Rigging in Public Procurement Webinar
- Upskill Audit Talent to Handle More Complex Work
- Aspiring Managers Level 1 (ongoing)
- IIA Certificate in Internal Audit (ongoing)
- Certified Information Systems Auditor – CISA (ongoing)

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