Summary of Internal Audit Service Work – 1 September and 31 October 2024

Assurance Audits

Department	Entity	Movement since previously reported (16/9/24)	Status at 31/10/24 & target for completion	Opinion / Assurance rating	HI Rec'n
Adults & Communities	Direct Payments	Progressed	2nd draft issued & client meeting 30/10/24	Partial	Yes
Adults & Communities	Financial Abuse of Vulnerable Service Users	Progressed	2nd draft issued 23/10/24	Substantial	No
Chief Executives	Registrars Audit	Started	Testing stage	TBC	TBC
Children & Family Services	Direct Payments	Started	Draft due	TBC	TBC
Children & Family Services	Children's Social Care Placements & Payments	Started	Job scoped. Client deferral to Q4.	TBC	TBC
Consolidated Risk	Third Party Access and Monitoring	Progressed	Final Issued 11/10/24	Substantial	No

Consolidated Risk	Decommissioning of Applications and Servers	Progressed	Final issued 13/11/24	Substantial	No
Consolidated Risk	Data Protection Audit	Progressed	Final issued 29/10/24	Substantial	No
Consolidated Risk	Windows 11 Project	Progressed	Review Stage	TBC	TBC
Consolidated Risk	Key feeder systems – Accounts payable	Progressed	Final Issued 24/9/24	Substantial	No
Consolidated Risk	Publishing Obligations under the Local Government Transparency Code	No change	Draft report due to be issued by 6/12/24	TBC	TBC
Consolidated Risk	Disclosure and Barring Scheme Checking	Progressed	Final issued 7/10/24	Substantial	No
Consolidated Risk	Maintained Schools Payroll transition to third party	Progressed	Close to issuing final	N/A	N/A
Consolidated Risk	Zouch Bridge Replacement – f/u recommendations Consulting engagement	No change	Draft report due to be issued Issue by 6/12/24	N/A	N/A
Consolidated Risk	Business Travel Documents	No change	Comments on draft being reviewed Issue by 6/12/24	TBC	TBC

Consolidated Risk	Annual Performance Review (APR) Compliance	No change	Close to issuing final Issue by 6/12/24	TBC	TBC
Consolidated Risk	Oracle Fusion Journal Processing & Approval	Started	Draft Issued	TBC	TBC
Consolidated Risk	Travel & Subsistence - Approvals Hierarchy	No change	Draft Issued. Delayed due to client disputing recs. Issue by 6/12/24	TBC	No
Consolidated Risk	Early Payment Scheme	Started	Testing stage	TBC	TBC
Consolidated Risk	Procure to Pay (P2P)	Started	Testing stage	TBC	TBC
Consolidated Risk	Escalated Financial Controls	No change	Draft Issued - Awaiting client response	TBC	TBC
Consolidated Risk	Escalated Financial Controls - Travel & Subsistence	No change	Agreeing draft report with client	TBC	TBC
Consolidated Risk	Escalated Financial Controls Consultants & Specialist Advisors	No change	Agreeing draft report with client	TBC	TBC

Consolidated Risk	Travel & Subsistence Policy – Home to Duty	Progressed	Draft Issued	TBC	TBC
Consolidated Risk	Implementation of Public Procurement Regulations	Progressed	Testing Stage	TBC	TBC
Consolidated Risk	Coroners Audit (Operational Audit)	Progressed	Draft Issued	TBC	TBC
Consolidated Risk	Direct Award of Coroner Contract	Progressed	Draft Issued	TBC	TBC
Consolidated Risk	City Council Coroner & Recharges	Progressed	Draft Issued	TBC	TBC
Consolidated Risk	Annual Governance Statement – Review Accuracy of Department Self-Assessments	Started	Testing Stage	TBC	TBC
Consolidated Risk	Annual Governance Statement – Improvements / Actions	Started	Testing stage	TBC	TBC
Consolidated Risk	S106/S278 Developer Contributions	Started	Audit Scoped	TBC	TBC
Consolidated Risk	Identification, Knowledge and Prioritisation of Business Applications	Started	Testing Stage	TBC	TBC
Consolidated Risk	Privileged Access	Started	Testing Stage	TBC	TBC
Consolidated Risk	Business Continuity Plans	Started	Testing Stage	TBC	TBC
Corporate Resources	Management of Commercial Estate	Cancelled	Audit Cancelled at AD Request	n/a	n/a
Corporate Resources	Treasury Management	Started	Testing Stage	TBC	TBC

Environment & Transport	Disclosure and Barring Scheme Checking – Transport Services	Progressed	Final Issued	Partial	Yes
Environment & Transport	Parking Board (Partnership Working with Districts)	Progressed	Final Issued	Substantial	No
Environment & Transport	RHWS – Ethics & Culture	Started	Scoped – Awaiting Client Sign-Off	TBC	TBC
Public Health	Usage of PH Grant	Progressed	Draft issued 11/11/24	Full	No

Consulting audits

Department	Entity	Final report (or position at 31/10
Consolidated Risk	National Fraud Initiative 2024/26 – data extraction and upload process complete.	Work continues in preparation for NFI 2024/26
Consolidated Risk	ICT Policies and Procedures: - Attendance at Information Assurance Group Meeting (including quarterly updates on Information Governance statistics) - Floor walk (ongoing programme of work), last floor walk undertaken 23/10/2024 - Input into Information Security Related Breaches (reported to the ICO) as and when required. - Initial Assessment of ISRAs EMSS Advisory: - - Provide input and advice in the following areas in conjunction with Nottingham City Council: - o Progress on implementation of recommendations from the IT Health Check for Oracle. Output report to determine audit work required. *Overall Value Added: Proactive timely control and efficiency advice.*	Ongoing

	Information Security Risk Assessments (ISRA) *Overall Value Added:* - *Ensure appropriate security controls are considered.* - *Ensure there is relevant commitment, approval and sign off.* - *Identification and acceptance of residual risks.*	
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 has yet to be signed off)
Corporate Resources	**Intune Revised ISRA -** Intune is used to manage and control all corporate smartphones, Windows 11 devices and Defender. The ISRA has been updated to reflect changes in device management policies, guidelines by NCSC etc.	Signed off 13/11/2024
Corporate Resources	**Backup system –** ISRA for the backup solution and retention for all LCC data	Signed off 12/9/2024
Corporate Resources	**AssessNET** - This is a Risk Assessment Module used by the Health And Safety Section. The system is already used by the Council but LCC are now looking at using the mobile application.	Signed off 9/10/2024
Corporate Resources	**CCTV for libraries -** Generic ISRA for CCTV installations at Leicestershire County Council's libraries. These will be supported by individual CCTV Self Assessments for each library	Ongoing – comments provided by Internal Audit, awaiting response

Corporate Resources	**Arcus Trading Standards Solution -** Trading Standards Data Management System for tracking or workloads, complaints, creating reports etc.	Ongoing – comments provided by Internal Audit, awaiting final sign off
Corporate Resources	**FIS Database Generator -** used to import into a system (ProGeneral) which LCC use to analyse learner achievement, retention and pass rates.	Ongoing
Corporate Resources	Fraud advice to the Country Parks Service regarding a national fraud concern regarding QR-code fraud ("quishing") and parking machines, i.e. fraudulent redirections to copycat websites to make payments.	Advice complete.

Grant certifications

Department	Entity	Final report (or position at 31/10	Opinion / Assurance rating	HI Rec'n
Adults & Communities	The Disabled Facilities Capital Grant (DFG) Determination 2023-24 (31/6672) & Additional Funding 2023-24 (31/6833).	Certification letter issued	Certified	No
Children & Family Service	Basic Need Grant Determination (2023): No 31/6475	Review	N/A	N/A
Children & Family Service	Supporting Leicestershire Families Claim (Qtr. 2 2024/25)	Certification email issued	Certified	N/A
Environment & Transport	Grant Determination for the Local Authority Major Project Grant No: 31/6813	Certification letter issued	Certified	No
Environment & Transport	Local Transport Capital Block Funding (Integrated Transport & Highway Maintenance Blocks) Specific Grant Determination (2023/24): No 31/6681 Local Transport Capital Block Funding (Pothole Fund) Specific Grant Determination (2023/24): No 31/6680	Certification letter issued	Certified	No
Environment & Transport	Bus Services Operators Grant No 31/7227	Certification letter issued	Certified	No

Undertaking or aiding with unplanned 'investigations'

Department	Entity / Details	Outcome by 31/10
Children & Family Service	Advice to department concerning an employee who amended fit note. Employee resigned before disciplinary hearing was held.	Advice complete. Decision reached following disciplinary hearing was that employee would have received a written warning.
Children & Family Service	Issue raised concerning payment for educational services funded through direct payments. Whilst investigation identified no issue with the payment for education services, an overpayment of direct payment to the parent was identified.	Investigation complete Overpayment recovered.
Environment & Transport	Advice to department regarding disciplinary proceedings against two members of staff regarding thefts from Refuse & Household Waste (RHWS) sites.	Advice complete. Disciplinary proceedings complete in both cases. One dismissal, one final written warning.
Environment & Transport	Advice to department regarding the fraudulent amendment of the on-line telephone number for one of the Council's RHWSs on Google as part of an attempt to expedite cash from the general public making disposal enquiries by telephone.	Advice complete.

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Other control environment/assurance work

Department	Entity	Final report (or position at 31/10
Governance	In conjunction with the Head of Democratic Services started a review of good governance guidance to understand any statutory requirements to complete in readiness for the biennial review of Local Code of Corporate Governance	Ongoing
Governance	Financial Controls Group membership focussing on the following key areas: • Dealing with applications for exception to corporate policy • Monitoring of compliance of policies (through clear metrics) • Review any future changes required to existing policies. • The facilitation of Oracle upgrades and issues arising Other related issues around financial performance (such as level of debts/write-offs)	Ongoing
Governance	Conflicts of Interest/Declarations Project in conjunction with Director of Law & Governance, Assistant Director Corporate Services & the Head of Procurement and Supply Chain Management in updating policies, creating and testing e-form recording and creation of an associated employee video	Ongoing

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Counter Fraud	A range of counter fraud comms has been developed to coincide with International Fraud Awareness Week (17-23 November 2024).	Complete.
Counter Fraud	Preliminary discussions with a number of key stakeholders and other local authorities regarding the perceived advantages and disadvantages of subscribing to products such as the CIFAS Internal Threat Database as an additional employee onboarding process designed to prevent insider fraud and additional services available through the National Fraud Initiative.	Discussions continue.
Counter Fraud	Set-up of both a generic mailbox (fraud@leics.gov.uk) and web e-form to open additional avenues for fraud referrals to be made.	Complete
Counter Fraud	Biennial refresh of the Council's suite of counter fraud policies.	Complete.
Counter Fraud	Refresh of the Council's fraud information pages on the corporate intranet.	Complete
Counter Fraud	Relaunch of mandatory counter fraud training module (mandatory recertification for all staff within a six-month window).	Complete.
Counter Fraud	Development of mandatory counter fraud *refresher* training module (two-yearly), n.b. on-going refresher supplementary to the main counter fraud training module.	Complete.

Work assisting other functions.

Department	**Entity**	**Position at 31/10**
Environment & Transport	HoIAS attends the Assisted Transport Improvement Board to ensure that pressing issues affecting compliance with LCC standards, the effective operation of the service and staff well-being, receive due corporate focus and priority	Ongoing

Training, development and networks attended (and substantial other work undertaken) during the period

External Quality Assessment

Action plan to address recommendations

Internal Audit Case Management System

No action this cycle

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

- ICT Audit Sub-Group
  - Inputs into IT Points of Practice:
    - IT Audit qualifications
    - Use of Co-Pilot
    - Audit Case Management Systems
- Fraud Sub-Group
  - Virtual meeting held 11th October. Various issues discussed and emerging fraud risks
- Heads of Internal Audit – benchmarking service delivery

Institute of Internal Auditors (IIA)

- Data Analytics and Artificial Assurance Forum – Monthly attendance

- Senior IT Auditor – Panel Member at the 'Navigating the Digital Frontier: Insights for Non-IT Auditors' Event

Other IT Audit Training: -

- Webinar (Launch of Cyber Assessment Framework for Local Government)

- Cyber Security Conference for schools 1/10/2024

CIPFA Better Governance Forum (and LGA)

- CIPFA Webinars on consultations on

  - Changes to Internal Audit Standards

  - Proposed Code of Practice for the Governance of Internal Audit

East Midlands Risk Management Group

- Benchmarking service delivery