Assurance Audits

Department	Entity	Movement since previously reported (6/12/24)	Status at 28/2/25 & target for completion	Opinion / Assurance rating	HI Rec'n
Adults & Communities	Direct Payments	Progresses	Final issued 19.12.24	Partial	Yes
Adults & Communities	Financial Abuse of Vulnerable Service Users	Progressed	Final issued 20.11.24	Substantial	No
Chief Executives	City Council Coroner & Recharges	Progressed	Final Issued	Partial	Yes
Chief Executives	Registrars Audit	Progressed	Draft report being reviewed	TBC	TBC
Chief Executives	Developer Contributions (s106/s278)	Started	Planning stage – client delays	TBC	TBC
Children & Family Services	Direct Payments	Progressed	Draft issued Final report due to be issued by 31/3/25	TBC	TBC

Children & Family Services	Children's Social Care Placements & Payments	Progressed	Testing stage but management has requested a postponement	TBC	TBC
Children & Family Services	Congerstone Primary School	Progressed	Final issued	Substantial	Yes
Children & Family Services	Emergency Payments (Section 17/24 Payments)	Started	Testing Stage	TBC	TBC
Children & Family Services	Schools Absence Monitoring	Started	Testing Stage	TBC	TBC
Consolidated Risk	Windows 11 Project	Progressed	Final Issued 05/02/25	Substantial	No
Consolidated Risk	Publishing Obligations under the Local Government Transparency Code	No change	Draft report due to be issued by 31 March 2025	TBC	TBC
Consolidated Risk	Maintained Schools Payroll transition to third party	Progressed	Final issued 22/11/2024	N/A	N/A
Consolidated Risk	Zouch Bridge Replacement – f/u recommendations Consulting engagement	No change	Draft report stage	N/A	N/A
Consolidated Risk	Business Travel Documents	Progressed	Finalising Draft	N/A	N/A
Consolidated Risk	Annual Performance Review (APR) Compliance	Progressed	Final Issued	Substantial	No

Consolidated Risk	Oracle Fusion Journal Processing & Approval	Progressed	Final Issued	Substantial	No
Consolidated Risk	Travel & Subsistence - Approvals Hierarchy	Progressed	Finalising Draft	TBC	TBC
Consolidated Risk	Early Payment Scheme	Progressed	Review Stage	TBC	TBC
Consolidated Risk	Procure to Pay (P2P)	Progressed	Review Stage	TBC	TBC
Consolidated Risk	Escalated Financial Controls	Progressed	Final Report being compiled	TBC	TBC
Consolidated Risk	Escalated Financial Controls - Travel & Subsistence	Progressed	Final Report being compiled	TBC	TBC
Consolidated Risk	Escalated Financial Controls Consultants & Specialist Advisors	Progressed	Final Report being compiled	TBC	TBC
Consolidated Risk	Overtime Payments	Progressed	Review stage	TBC	TBC
Consolidated Risk	Approval Process for payment feed	Started	Testing stage	TBC	TBC
Consolidated Risk	Travel & Subsistence Policy – Home to Duty	Progressed	Finalising Draft	TBC	TBC
Consolidated Risk	Implementation of Public Procurement Regulations	Progressed	Testing Stage	TBC	TBC
Consolidated Risk	Coroners Audit (Operational Audit)	Progressed	Final Issued	Substantial Assurance	No
Consolidated Risk	Direct Award of Coroner Contract	Progressed	Final Issued	Substantial Assurance	No
Consolidated Risk	Annual Governance Statement – Review Accuracy of Departmental Self Assessments	Progressed	Review stage Final report due	TBC	TBC

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			to be issued by 31/3/25		
Consolidated Risk	Annual Governance Statement – Improvements / Actions	Progressed	Review stage Final report due to be issued by 31/3/25	TBC	TBC
Consolidated Risk	Identification, Knowledge and Prioritisation of Business Applications	Progressed	Management Review Stage	TBC	TBC
Consolidated Risk	Privileged Access	Progressed	Testing completed	TBC	TBC
Consolidated Risk	Business Continuity Plans	Progressed	Management Review Stage	TBC	TBC
Consolidated Risk	Key ICT Controls Audit	Started	Testing Stage	TBC	TBC
Corporate Resources	Treasury Management	Progressed	Testing Stage	TBC	TBC
Environment & Transport	RHWS – Ethics & Culture	Deferred	Scoped but deferred due to management investigations	TBC	TBC
Environment & Transport	Transport Services – Taxi Tendering and Contract Awards – ProContract.	Started	Testing Stage	TBC	TBC
Public Health	Usage of PH Grant	Progressed	Final issued 27.11.24	Full	No

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East Midlands Shared Services (EMSS).	Payroll & HR – audit undertaken by Nottingham City Council Internal Audit	N/a	Final issued	Moderate Assurance (Improved rating)	No new but three remain from earlier audits
East Midlands Shared Services (EMSS).	Accounts Receivable – audit undertaken by Nottingham City Council Internal Audit	N/a	Final issued	Moderate Assurance (No change to rating)	No
East Midlands Shared Services (EMSS).	Accounts Payable – audit undertaken by Nottingham City Council Internal Audit	N/a	Final issued	Moderate Assurance (Reduced rating)	No

Consulting audits

Department	Entity	Final report (or position at 28/2/25
Consolidated Risk	National Fraud Initiative 2024/26 – data extraction and upload process complete.	Output received back from NFI and being analysed further for anomalies.
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 - Input into Information Security Related Breaches (reported to the ICO) as and when required. - Initial Assessment of ISRAs - Claremont Cloud Arrangements, new risks reviewed - Windows Hello, revised risks, advice provided Public Services Network (PSN) - On going accreditation advice EMSS Advisory: - - Provide input and advice in the following areas in conjunction with Nottingham City Council: - o External Audit access to LCC data from Oracle Fusion. *Overall Value Added: Proactive timely control and efficiency advice.*	Ongoing

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	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	Will now be superseded with a general Care Homes CCTV ISRA
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	Signed off 14/01/2025
Corporate Resources	**Arcus Trading Standards Solution -** Trading Standards Data Management System for tracking or workloads, complaints, creating reports etc.	Signed off 21/11/24
Corporate Resources	**FIS Database Generator -** used to import into a system (ProGeneral) which LCC use to analyse learner achievement, retention and pass rates.	Signed off 18/11/2024
Corporate Resources	**Electronic Direct Debit Mandate -** Digitising and Automating workflows for the Direct Debits Process reducing manual intervention and the need to print and post documentation.	Signed off 04/02/2025
Corporate Resources	**Egress -** Contract renewal for the Egress secure email system	Signed off 11/02/2025

Corporate Resources	**ASB Case Management System – ECINS -** provides multi-agency partnerships with a secure case management system (Replaces the old Sentinel System)	Ongoing
Corporate Resources	**Genius Software -** Accounts Receivables Dialler Solution (Automation of the collection process)	Signed off 04/02/2024

Grant certifications

Department	Entity	Final report (or position at 28/2/25	Opinion / Assurance rating	HI Rec'n
Children & Family Service	Basic Need Grant Determination (2023): No 31/6475	Certification letter issued.	N/A	N/A
Children & Family Service	Supporting Leicestershire Families Claim (Qtr. 3 2024/25)	Certification email issued	Certified	N/A

Undertaking or aiding with unplanned 'investigations'

Department	Entity / Details	Outcome by 28/2/25
Adults and Communities	Advice to department regarding allegations received into a number of irregular practices. Upon triage it was determined that the concerns largely related to matters governed by other agencies, e.g. Council Tax authorities, Department for Work and Pensions and HM Revenue & Customs.	Advice complete. Concerns of a fraud nature passed on to other agencies.
Children & Family Services	Advice to department concerning alleged misuse of a purchasing card by a member of staff.	Disciplinary hearing held and a warning issued to the member of staff concerned.
Children & Family Services	Advice to department regarding a member of staff being deceived into buying gift vouchers from personal funds erroneously believing they were for staff rewards and that the Council would reimburse the cost accordingly. The gift vouchers were duly sent onto the fraudster and expended.	Advice complete. No direct loss to the Council. The employee will not be reimbursed from

		public funds. The employee has referred the incident to Action Fraud.
Children & Family Services	Advice to department regarding allegations received of an Early Years' provider inflating headcount figures in order to receive funding not entitled to.	Advice complete. A total overpayment of c. £3k was duly recovered. Legal advice taken suggested little appetite to seek criminal prosecution on the strength of the evidence held.
Children & Family Services	Advice to department regarding the compromise of a Headteacher's email account at a maintained school and the subsequent fraudulent request for redirection of salary payments to a different bank account.	Advice complete. No financial loss. Advice provided to the school on further work recommended to ensure the integrity of its network moving forward, e.g. password changes, multi-factor authentication.
Corporate Resources	Advice to department regarding fraudulent transactions noted on payments from the Household Support Fund.	Advice complete. Referred to Action Fraud. Internal processes strengthened to avoid recurrence.

Environment & Transport	Interrogation of contracts awarded to a specific supplier of concern following whistleblowing allegations.	Work complete. Allegations could not be proven through either internal or externally commissioned internal audit work. Nevertheless, recommendations have been made for process improvements in a number of key areas.
Environment & Transport	Advice to department surrounding ongoing investigation into alleged theft and resale of items from a Refuse & Household Waste Site.	Advice complete. HR & management led investigation continues.
Public Health	Advice to department surrounding allegations received regarding misuse of Mental Health and Resilience grant provided by the Council to a Community Interest Company (CIC).	Advice complete. Allegations unsubstantiated upon investigation.

Other control environment/assurance work

Department	Entity	Final report (or position at 28/2/25
Governance	In conjunction with the Head of Democratic Services further reviews 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. Tableau reporting tool up and running following the recent introduction of the Dash forms for registering an interest/gift/hospitality to replace the manual system.	Complete

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Governance	Draft Annual Governance Statement 2024/25 in process of being drawn up	Ongoing
Counter Fraud	Biennial assessment of top fraud risks faced by the Council.	Complete. Tabled at CGC December 2024.
Counter Fraud	Development of inaugural annual Counter Fraud Report to Corporate Governance Committee.	Largely complete. To be taken to CGC in June 2025.
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 complete.
Counter Fraud	Significant input into fraud-proofing controls work with regards to the Council's administration of the Household Support Fund.	Advice complete.

Work assisting other functions.

Department	Entity	Position at 28/2/25
Corporate Resources	Input to Transformation Unit-led work on MTFS savings under development – adult social care direct payments fraud	Ongoing

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

External Quality Assessment

Continue to review action plan in line with implementing new global internal audit standards (GIAS)

Internal Audit Case Management System

In the process of renewing contract for final year

Local Authorities Chief Auditors Network

- Meeting December 2024 covering root cause analysis; GIAS

Midlands Counties Heads of Internal Audit Groups

- Heads of Internal Audit Group
  - Meeting January 2025 covering GIAS; reporting; recruitment and retention; independent members

- ICT Audit Sub-Group
  - Inputs into IT Points of Practice:
    - Use of Co-Pilot
    - Replacement of Schools SIMS (PoP raised by LCC)
- Fraud Sub-Group
  - Virtual meeting held 16th January 2025. Various issues discussed and emerging fraud risks

- Use of Co-Pilot and AI to support Internal Audit Service Delivery.

  - Demonstration attended 27th February 2025.

Institute of Internal Auditors (IIA)

- Data Analytics and Artificial Intelligence Forum – Monthly attendance

- Regular Regional Committee Board attendance

CIPFA Better Governance Forum webinars

- o Changes to Internal Audit Standards & Code of Practice for the Governance of Internal Audit

- o Governance & Audit Update

East Midlands Risk Management Group

National Anti-Fraud Network (NAFN) Webinars

- eBay and PayPal (gathering intelligence re. trading by third parties)

- Gumtree (gathering intelligence re. trading by third parties)

NatWest Bank Webinar

- Fraud

CIFAS Webinar

- Failure to Prevent Fraud

Cabinet Office Webinar

- Procurement Act

National Fraud Initiative

- Key Contacts Training & System User Training

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