

Progress Report

Year ending 31 March 2019

Hinckley and Bosworth Borough Council December 2018

Introduction & headlines

Purpose

This report provides an update on progress against the 2018/19 internal audit plan.

Final reports issued

We have finalised four audit reports since the last Audit Committee meeting

| Audit Completed | Overall assurance rating | | | | | |
|---------------------------------|---|--|--|--|--|--|
| Financial systems (for Q1 & Q2) | Significant assurance with some improvement required | | | | | |
| Risk management | Significant assurance with some improvement required | | | | | |
| Electoral register | Significant assurance | | | | | |
| GDPR | Significant assurance with some improvement required | | | | | |

Work completed

As at the date of preparing this report, we have completed 76 days (58%) of our annual internal audit plan.

The table above details the final reports issued. Draft reports have been issued for a further three reviews.

At management's request, our debt management review, as part of the financial systems work has been modified. We have undertaken separate reviews of sundry debts and housing rent debts. The work in these areas is complete with closure meetings held. We are awaiting management comments to enable these reports to be finalised. Specific consideration of management of debts has also been incorporated into the revenues and benefits review, for which a final report will be presented to the Partnership Board in January before coming to the Audit Committee.

Work planned

We have completed the fieldwork for our crematorium review and we are scheduled to feedback our findings to management early in the new year.

We have had held scoping meetings with management for the following audits and are drafting the audit planning briefs to agree with management. Our work is scheduled to start early in the new year for the following reviews:

- Private Sector Housing
- Housing repairs
- Housing revenue account (HRA) business plan

The estates review is planned for quarter 4 and we have requested a set up meeting so that we can scope our work.

Changes to the audit plan

No further changes have been made to the audit plan.

Recommendation tracking

As reported to the last committee, there are two legacy recommendation outstanding, neither of which are due to be implemented prior to this Audit Committee meeting.

Risk management: No medium level recommendations or above. Evidence has been provided to demonstrate low level risks have been actioned.

Financial systems Q1 & Q2: No medium level recommendations or above. Other recommendations considered as part of Q3 report, which is included in the committee agenda.

Resourcing

We confirm that we have sufficient resources available to deliver the remainder of the internal audit plan on time. We will flex the plan where needed for emerging priorities and to accommodate timescales requested by management.

Progress against 2018/19 internal audit plan

| Audit | Planned days | Start date | APB agreed | Fieldwork started | Fieldwork completed | Debrief held | Draft report sent | Mgt response received | Final report sent | Days used |
|--|------------------------|------------|---------------|----------------------|------------------------|-----------------|-------------------------|-----------------------------|-------------------------|-------------------|
| Electoral register | 10 | Q2 | | | | | | | | 10 |
| Risk management | 10 | Q2 | | | | | | | | 10 |
| IT (GDPR) | 12 | Q2 | | | | | | | | 12 |
| Finance Q1 & Q2 | 12 | Q2 | | | | | | | | 12 |
| Finance Q3 | 4 | Q3 | | | | | | | | 4 |
| Finance Q4 | 4 | Q4 | | | | | | | | 0 |
| Sundry debt | Included in Finance | Q3 | | | | | | | | Included in above |
| Housing debt rent recovery | Q1&Q2 | Q3 | | | | | | | | 2 |
| Estates and Assets | 12 | Q4 | | | | | | | | 0 |
| Housing | 9 | Q4 | | | | | | | | 0.5 |
| Housing repairs | 9 | Q4 | | | | | | | | 0.5 |
| Private sector housing | 8 | Q4 | | | | | | | | 0.5 |
| Crematorium | 8 | Q3 | | | | | | | | 6 |
| Revenues and benefits partnership | 10 | Q3 | | | | | | | | 10 |
| Sub-total | 108 | | | | | | | | | 67.5 |
| Recommendation follow up | 4 | Ongoing | | | | | | | | 2 |
| Contract management and administration | 3 | Ongoing | | | | | | | | 2.5 |
| Annual risk assessment and planning | 3 | Complete | | | | | | | | 3 |
| Attendance at audit committee meetings | 2 | Ongoing | | | | | | | | 1 |
| Contingency | 10 | | | | | | | | | 0 |
| Sub-total | 22 | | | | | | | | | 8.5 |
| Total | 130 | | | | | | | | | 76 |

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