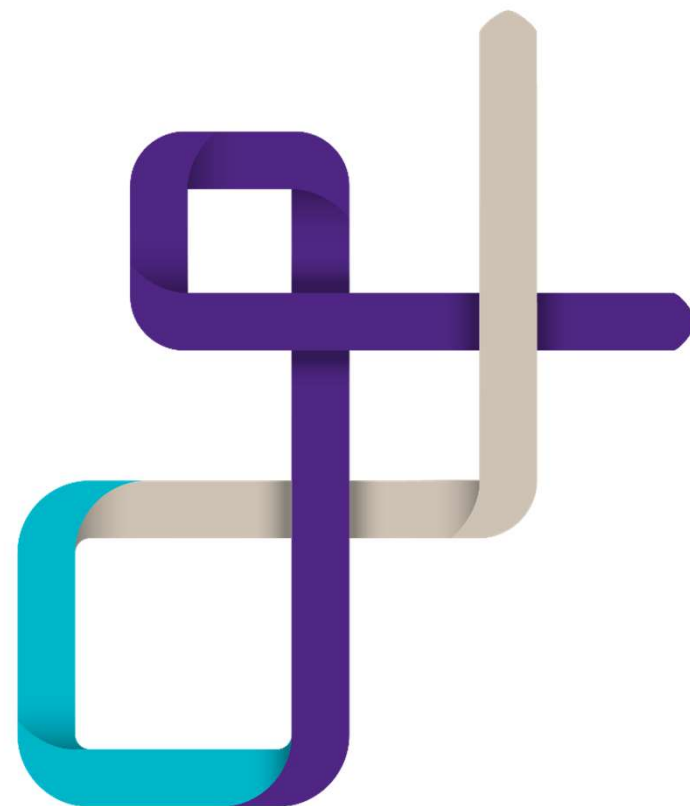


Progress Report

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 Q1&Q2	Q3								Included in above
Housing debt rent recovery		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

The contents of this report relate only to the matters which have come to our attention, which we believe need to be reported to you as part of our audit process. It is not a comprehensive record of all the relevant matters, which may be subject to change, and in particular we cannot be held responsible to you for reporting all of the risks which may affect your business or any weaknesses in your internal controls. This report has been prepared solely for your benefit and should not be quoted in whole or in part without our prior written consent. We do not accept any responsibility for any loss occasioned to any third party acting, or refraining from acting on the basis of the content of this report, as this report was not prepared for, nor intended for, any other purpose.

