

# Hinckley & Bosworth Borough Council Audit Committee – 25 June 2025 Internal Audit Progress Report

Date Prepared: June 2025

Strictly private and confidential

**forvis**  
**mazars**

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## **Disclaimer**

This report (“Report”) was prepared by Forvis Mazars LLP at the request of Hinckley & Bosworth Borough Council and terms for the preparation and scope of the Report have been agreed with them. The matters raised in this Report are only those which came to our attention during our internal audit work. Whilst every care has been taken to ensure that the information provided in this Report is as accurate as possible, Internal Audit have only been able to base findings on the information and documentation provided and consequently no complete guarantee can be given that this Report is necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

The Report was prepared solely for the use and benefit of Hinckley & Bosworth Borough Council and to the fullest extent permitted by law Forvis Mazars LLP accepts no responsibility and disclaims all liability to any third party who purports to use or rely for any reason whatsoever on the Report, its contents, conclusions, any extract, reinterpretation, amendment and/or modification. Accordingly, any reliance placed on the Report, its contents, conclusions, any extract, reinterpretation, amendment and/or modification by any third party is entirely at their own risk. Please refer to the Statement of Responsibility in this report for further information about responsibilities, limitations and confidentiality.

# 1. Snapshot of Internal Audit Activity

Below is a snapshot of the current position of the delivery of the 2024/25 Internal Audit Plan.





**AC decisions needed**

- Note the progress being reported and consider final reports included separately in the paper pack,

**RAG status of delivery of plan to revised timetable**

On Track

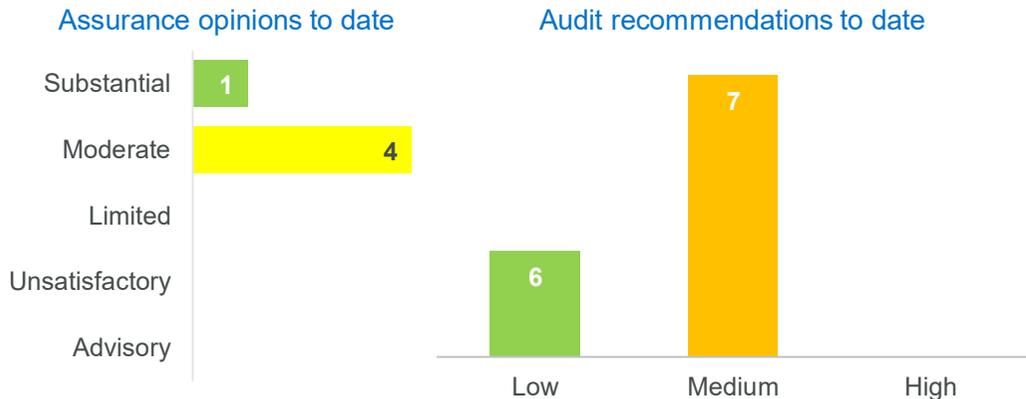
**Key updates**  
 Since the last Audit Committee meeting in March 2025, we have issued and finalised the report for the Waste Management audit which was given a Moderate opinion. [A summary of the audit findings can be found in section 2.](#) The Fire Safety, Capital Programme, and Homelessness audits have been issued in draft, and we are awaiting the management responses.

As a result of the Leisure Centre, and Capital Programme audits being rearranged at the request of management, there has been a slight delay in the completion of the 2024/25 Internal Audit plan.

We have also finalised the IT Asset Management report for 2023/24.

[An overview of the Internal Audit Plans can be found in Section 3.](#)

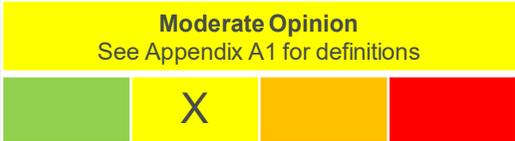
[Thought Leadership - Annual Local Government Risk Report, can be found in Section 4.](#)



## 2. Latest Reports Issued – Summary of Findings

Since our last update, we have issued our final report relating to our review of Waste Management, which AC is asked to review separately. A summary of our most significant findings and the root cause(s) of issues is included below.

**Audit Objective:** assess the design and effectiveness of the control framework for managing waste.

Audit rationale													
<b>Why the Audit is in Your 2024/25 Plan</b> To ascertain that the Council has adequate controls in place to handling of waste, including compliance with legislation.	<b>Your Strategic Risk</b> No specific strategic risk	<b>Your Strategic / Tactical Objective</b> Work towards a greener borough											
Summary of our opinion													
 <p><b>Moderate Opinion</b> See Appendix A1 for definitions</p>	<b>Summary of Recommendations</b>												
	<table border="1"> <tr> <td><b>High Priority</b></td> <td>-</td> </tr> <tr> <td>Medium Priority</td> <td>2</td> </tr> <tr> <td>Low Priority</td> <td>-</td> </tr> </table>	<b>High Priority</b>	-	Medium Priority	2	Low Priority	-	<table border="1"> <tr> <td><b>Actions agreed by you</b></td> <td><b>100%</b></td> </tr> <tr> <td>High Priority completion</td> <td>N/A</td> </tr> <tr> <td>Overall completion</td> <td>May 2025</td> </tr> </table>	<b>Actions agreed by you</b>	<b>100%</b>	High Priority completion	N/A	Overall completion
<b>High Priority</b>	-												
Medium Priority	2												
Low Priority	-												
<b>Actions agreed by you</b>	<b>100%</b>												
High Priority completion	N/A												
Overall completion	May 2025												
Summary of findings													
<b>Examples of good practice</b> <ul style="list-style-type: none"> <li>✓ Signed Knowledge Check Sheets on the Waste Management Code of Practice for a sample of 10 Waste Management Operatives.</li> <li>✓ Valid Category C Licenses and Driver Qualification Cards for a sample of five drivers in the service.</li> <li>✓ Evidence of a payment received for a sample of 10 residents on the garden waste permit holders list.</li> <li>✓ Evidence of proactive chasing through overdue invoice reminder emails and letters for a sample of five trade waste invoice debts.</li> </ul>	<b>Highest Priority Findings</b> <ul style="list-style-type: none"> <li>• Inconsistent review of the Food Waste Collections Project Risk Register and inaccurate risk scores.</li> <li>• Lack of defined requirements for checking bins for contamination.</li> </ul>	<b>Key root causes</b> <ul style="list-style-type: none"> <li>• The Project Risk Register is not a fixed agenda item at the Food Waste Collections Project Board meetings.</li> <li>• Manual calculation of gross risk scores as opposed to utilising automated formulas.</li> <li>• The Council's requirements to check for contamination have not been defined in the Waste Management Code of Practice.</li> </ul>											

## 2. Latest Reports Issued – Summary of Findings

Since our last update, we have issued our final report relating to our review of Leisure Centre, which AC is asked to review separately.

A summary of our most significant findings and the root cause(s) of issues is included below.

**Audit Objective:** assess the design and effectiveness of the control framework for managing waste.

Audit rationale													
<b>Why the Audit is in Your 2024/25 Plan</b> To assess key controls in place in relation to the Council's Leisure services.	<b>Your Strategic Risk</b> N/A – No specific strategic risk	<b>Your Strategic / Tactical Objective</b> Help people to stay healthy, happy and active and continue to provide initiatives that support children and young people, older people and our vulnerable residents.											
Summary of our opinion													
<div style="text-align: center;"> <p><b>Moderate Opinion</b></p> <p>See Appendix A1 for definitions</p>  </div>	<b>Summary of Recommendations</b>												
	<table border="1"> <tr> <td style="background-color: red; color: white;"><b>High Priority</b></td> <td style="text-align: center;">-</td> </tr> <tr> <td style="background-color: orange;"><b>Medium Priority</b></td> <td style="text-align: center;">1</td> </tr> <tr> <td style="background-color: green;"><b>Low Priority</b></td> <td style="text-align: center;">-</td> </tr> </table>	<b>High Priority</b>	-	<b>Medium Priority</b>	1	<b>Low Priority</b>	-	<table border="1"> <tr> <td><b>Actions agreed by you</b></td> <td style="background-color: green; color: white;"><b>100%</b></td> </tr> <tr> <td>High Priority completion</td> <td>N/A</td> </tr> <tr> <td>Overall completion</td> <td>October 2025</td> </tr> </table>	<b>Actions agreed by you</b>	<b>100%</b>	High Priority completion	N/A	Overall completion
<b>High Priority</b>	-												
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<b>Low Priority</b>	-												
<b>Actions agreed by you</b>	<b>100%</b>												
High Priority completion	N/A												
Overall completion	October 2025												
Summary of findings													
<b>Examples of good practice</b> <ul style="list-style-type: none"> <li>✓ Review of Performance and Technical reports from February 2024 to January 2025 confirmed that Hinckley received monthly updates on performance from their Contractor, Places Leisure.</li> <li>✓ Reports from November 2024 to January 2025 identified that Hinckley receive data on customer feedback to monitor performance.</li> <li>✓ Hinckley Leisure Centre was subject to an Annual Performance Review by Scrutiny in September 2024.</li> </ul>	<b>Highest Priority Findings</b> <ul style="list-style-type: none"> <li>• The Finance &amp; Performance Scrutiny presentation, prepared by Places Leisure, included inaccurate finance data.</li> </ul>	<b>Key root causes</b> <ul style="list-style-type: none"> <li>• A lack of verification of the finance data reported by Places Leisure.</li> </ul>											

## 2. Latest Reports Issued – Summary of Findings

Since our last update, we have issued our final report relating to our review of IT Asset Management, which AC is asked to review separately. A summary of our most significant findings and the root cause(s) of issues is included below.

**Audit Objective:** assess the design and effectiveness of the control framework for managing IT assets.

Audit rationale													
<b>Why the Audit is in Your 2024/25 Plan</b> The topic was requested by the LICTP steering group.	<b>Your Strategic Risk</b> OPSICT12: Inaccurate asset database - LICTP unable to provide adequate asset tracking, manage software and device lifecycles. (October 2023)												
Summary of our opinion													
<div style="text-align: center;"> <div style="background-color: #FFD700; padding: 5px; margin-bottom: 5px;"> <b>Limited Opinion</b>                      See Appendix A1 for definitions                 </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="width: 20px; height: 20px; background-color: #90EE90;"></div> <div style="width: 20px; height: 20px; background-color: #FFFF00;"></div> <div style="width: 20px; height: 20px; background-color: #FFD700; display: flex; align-items: center; justify-content: center;">X</div> <div style="width: 20px; height: 20px; background-color: #FF0000;"></div> </div> </div>	<b>Summary of Recommendations</b>												
	<table border="1"> <tr> <td style="background-color: #FF0000; color: white;">High Priority</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="background-color: #FFD700;">Medium Priority</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="background-color: #90EE90;">Low Priority</td> <td style="text-align: center;">1</td> </tr> </table>	High Priority	2	Medium Priority	4	Low Priority	1	<table border="1"> <tr> <td style="background-color: #90EE90;"><b>Actions agreed by you</b></td> <td style="background-color: #90EE90;"><b>100%</b></td> </tr> <tr> <td>High Priority completion</td> <td>31/10/205</td> </tr> <tr> <td>Overall completion</td> <td>30/06/26</td> </tr> </table>	<b>Actions agreed by you</b>	<b>100%</b>	High Priority completion	31/10/205	Overall completion
High Priority	2												
Medium Priority	4												
Low Priority	1												
<b>Actions agreed by you</b>	<b>100%</b>												
High Priority completion	31/10/205												
Overall completion	30/06/26												
Summary of findings													
<b>Examples of good practice</b> <ul style="list-style-type: none"> <li>✓ A process is in place to report lost mobile phones, ensuring they are suspended or wiped to protect sensitive information.</li> <li>✓ The equipment disposal process is carried out in an environmentally friendly manner by a service provider</li> </ul>	<b>Highest Priority Findings</b> <ul style="list-style-type: none"> <li>• Deficiencies in asset management process and assets maintenance.</li> <li>• Weakness in the physical security measures for protecting hardware assets.</li> </ul>	<b>Key root causes</b> <ul style="list-style-type: none"> <li>• Relying on inadequate tools and underutilising available technologies for asset management.</li> <li>• Insufficient adoption of modern security measures and reliance on outdated practices</li> </ul>											

### 3. Overview of Internal Audit Plan 2024/25

The table below lists the status of all reviews within the 2024/25 Plan.

Review	Original Days	Actual Days	Audit Sponsor	Status	Start Date	AC	Assurance Level	Total	High	Medium	Low
Council Tax & NNDR	12	12	Storme Coop	Final	September 2024	April 2025	Moderate	4	-	2	2
Sickness Management	10	10	Julie Stay	Final	September 2024	January 2025	Substantial	2	-	1	1
Treasury Management	10	10	Ashley Wilson	Final	October 2024	January 2025	Moderate	4	-	1	3
Waste Management	10	10	Caroline Roffey	Final	January 2025	June 2025	Moderate	-	-	2	-
Capital Programme	12	15*	Ashley Wilson	Draft	March 2024	June 2025	-	-	-	-	-
Homelessness	12	12	Madeline Shellard	Draft	April 2025	June 2025	-	-	-	-	-
Fire Safety	10	10	Julie Stay	Draft	February 2025	June 2025	-	-	-	-	-
Leisure Services	12	12	Simon Jones	Final	March 2025	June 2025	Moderate	1	-	1	-
IT Audit – Vulnerability Management	10	10	John Palmer	Fieldwork	March 2025	June 2025	-	-	-	-	-
Follow up	5	5	Ashley Wilson	Fieldwork	March 2024	June 2025	-	-	-	-	-
Management and reporting	15	15	-	-	-	-	-	-	-	-	-
<b>Totals</b>	<b>118</b>	<b>123</b>					<b>Totals</b>	<b>11</b>		<b>7</b>	<b>6</b>

\*Additional days due to delays in starting the audit.

## 04 Thought Leadership – Failure to Prevent Fraud



[Click here for the full article](#)

Are you ready for the new Failure to Prevent Fraud Offence? Watch our webinar to understand how the Failure to Prevent Fraud Offence will impact the public sector and what you can do now to prepare for its implementation on 1 September 2025.

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### **Statement of Responsibility**

We take responsibility to Hinckley & Bosworth Borough Council for this report which is prepared on the basis of the limitations set out below.

The responsibility for designing and maintaining a sound system of internal control and the prevention and detection of fraud and other irregularities rests with management, with internal audit providing a service to management to enable them to achieve this objective. Specifically, we assess the adequacy and effectiveness of the system of internal control arrangements implemented by management and perform sample testing on those controls in the period under review with a view to providing an opinion on the extent to which risks in this area are managed.

We plan our work in order to ensure that we have a reasonable expectation of detecting significant control weaknesses. However, our procedures alone should not be relied upon to identify all strengths and weaknesses in internal controls, nor relied upon to identify any circumstances of fraud or irregularity. Even sound systems of internal control can only provide reasonable and not absolute assurance and may not be proof against collusive fraud.

The matters raised in this report are only those which came to our attention during the course of our work and are not necessarily a comprehensive statement of all the weaknesses that exist or all improvements that might be made. Recommendations for improvements should be assessed by you for their full impact before they are implemented. The performance of our work is not and should not be taken as a substitute for management's responsibilities for the application of sound management practices.

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