

Crawley Borough Council

	Report No: FIN/297	H
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Report to Audit and Governance Committee

13th March 2013

Internal Audit Progress Report as at 28th February 2013

1. Key Points

- 1.1 The purpose of this report is primarily to update the Committee on progress towards the completion of :-
- 2012/13 Internal Audit Plan; and
 - to report on the progress made in implementing previous recommendations.

2. Recommendation

- 2.1 The Committee is asked to receive the report and to note progress to date.

Gillian Edwards
Audit and Risk Manager

3. Background

Work Completed

- 3.1 Since the last progress report, as at 20th November 2012 the following reviews have been **completed**:

Audit Title	Audit Opinion
CI1213.08 and follow up	See part B report
Cyclical and Planned Work	Full Assurance
CIS DWP Compliance	Full Assurance
Council Tax	Full Assurance
Fundamental Systems Testing: <ul style="list-style-type: none">• Council Tax• NNDR	No findings No findings
Civil Parking Scheme	Full Assurance
Commercial Rents – Horsham DC	N/A

Work in Progress

- 3.2 The reviews in progress and other work that we have undertaken in the period are shown at Appendix A.

3.3 High priority findings in this period

There are no high priority findings to report in this quarter.

3.4 Freedom of Information (FOI) Requests

In July 2012, the Audit and Risk Section assumed responsibility for the administration of FOI requests. Our responsibilities cover logging the requests, confirming our receipt with the requester, sending them to the relevant member of staff for their response to the request, monitoring the timescales for dealing with the request, ensuring that the provisions of the FOI Act 2000 and the Data Protection Act 1998 are complied with, and responding to the requester within the 20 working day deadline.

Between 1st November 2012 and 28th February 2013, we have processed 210 new requests and of these, 2 responses were sent to the requester outside of the 20 working day deadline, due to annual leave, complexity of requests and awaiting the outcome of a relevant tribunal. We wrote to the requester in all cases to apologise for the delay and provided the information as quickly as possible.

6 Unplanned Work

- 6.1 There was no unplanned work during the period under review.

7. Ward Members' Views

- 7.1 Internal Audit Coverage does not impact directly on any specific ward.

8. Staffing, Financial and Legal Implications/Powers

None.

9. Risk Implications

9.1 Identified in individual audits.

10. Environmental Impacts

10.1 None.

11. Links to the Sustainable Community Strategy and Corporate Plan

The proposals contained in this report relate to the following key areas of the Sustainable Community Strategy

Community Cohesion	y	Community Safety	y
Young People and Children	y	Health and Well Being	y
Older People	y	The Environment	y
The Local Economy	y	Social Inclusion	y

The following key principles are applicable:-

(i)	Working together	y
(ii)	Dignity, respect and opportunities for all	y
(iii)	Involving People	y
(iv)	Making it last	y

The report relates to the following areas in which the Council operates to enhance the town and the quality of life of local people:-

(i)	Prosperity	y
(ii)	Community	y
(iii)	Environment	y
(iv)	Value for Money	y

12. Reasons for the Recommendation

To enable Members of the Audit and Governance Committee to review the effectiveness of the internal control framework, in line with their responsibilities under the Constitution.

Contact Officer:- Gillian Edwards - Audit and Risk Manager
Direct Line:- 01293 438384

Internal Audit Plan 2012/13
Progress Report as at 28th February 2013

Audit	Audit Plan Year	Audit Opinion- Assurance	Number of High Priority Findings	Comments
A. Work Completed in the Current Period				
Cyclical and Planned Works	2012/13	Full Assurance		
CIS DWP Compliance	2012/13	Full Assurance		
Ernst and Young Year End Testing	2012/13	No findings No findings		
<ul style="list-style-type: none"> • Council Tax • NNDR 				
Civil Parking Scheme	2012/13	Full Assurance		
Commercial Rents – Horsham DC	2012/13	N/A		
B. Work In Progress				
Play Service	2012/13			
IT Project and Programme Management	2012/13			Due for issue w/c 25.2.13
NFI Data Matching 2012/13	2012/13			
FOI Requests – day to day work	2012/13			
Query on Commercial Vehicle	2012/13			Due for issue w/c 25.2.13
Treasury Management Horsham DC	2012/13			
Ernst and Young Year End Testing	2012/13			
<ul style="list-style-type: none"> • Housing Rents • Housing and Council Tax Benefit • Accounts Payable • Accounts Receivable 				
Waste and Recycling	2012/13			
Tilgate Park Management Project Follow Up	2012/13			
Payroll	2012/13			
Other Work				
Investigations:				
CI1112.07	2012/13	See part B report		Completed – see Part B report
CI1213.08	2012/13			
CI1213.10	2012/13			
Management of Confidential Information	2012/13			Ongoing
Cartel Training for Property and Procurement	2012/13			Training provided on 21.2.13
C. Follow Up Audits				
Community Centres	2011/12			