

Crawley Borough Council

Report to the Audit and Governance Committee

24th September 2014

Internal Audit Progress Report as at 31st August 2014

Report of the Audit and Risk Manager – FIN 345

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1. Purpose

- 1.1 The Committee has a responsibility to review the Internal Audit Progress report to ensure that action has been taken by relevant managers on risk based issues identified by Internal Audit.

2. Recommendations

- 2.1 The Committee is requested to receive this report and note progress to date.

3. Reasons for the Recommendations

- 3.1 The Committee has a responsibility to ensure that action has been taken by relevant managers on risk based issues identified by Internal Audit.

4. Background

Work Completed

- 4.1 Since the last report, as at 31st May 2014 the following reviews have been completed:

Audit Title	Audit Opinion
Disabled Facility Grants	Substantial Assurance
Responsive Repairs	Full Assurance
Corporate Governance	N/A
Risk Management	N/A

Work in Progress

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

4.2 High priority findings in this period

There are no high priority findings to report at this time.

4.3 Follow Up Audits

Data Management

This review looked at how data is held at the Council, to ensure compliance with the Data Protection Act 2000 and to meet business requirements.

We reported at the last meeting that there was a large volume of obsolete data on the network, both work related and private and some sensitive, personal data that was accessible to the whole of the Council.

Action was agreed with the Head of People and Technology to review the use of shared drives and the data held on them with a view to information that is no longer required being deleted and data that should be confidential being moved into a secure area on the network.

We have undertaken a follow up review and can confirm that to date, service areas have advised which folders they wish to retain and who should have access to these areas. These have been sent to the ICT Helpdesk to action.

We will review progress again in November 2014 and report this to the next meeting of this Committee in December 2014.

Creditors

We reported at the last meeting that during our review of the Creditors system, we found a duplicate payment that had not been identified by Finance or the section for whom the invoice was paid. This was in the sum of £16,836.97 and was caused by a supplier, whose name changed, having two codes allocated to it.

Whilst it has not been possible for the Finance Section to produce a report which would identify duplicate payments, a company called Meridian have undertaken an exercise to identify duplicate payments and found only £5,264, of which £4,059 has been recovered.

The opportunity for a duplicate payment to be made to the same supplier has been negated by closing the second account that the original invoice was charged against.

It is recognised that the overpayment represents just 0.013% of the total (£40.2m) paid.

Rent Deposit Scheme

I reported to this Committee in June 2012 that Rent Deposit Scheme debts were not satisfactorily controlled. Since that time, work has been undertaken to confirm that the situation has improved and it was intended to report back to this meeting on progress. However, work was not undertaken by the Audit and Risk Section as an Accounts Receivable Assistant has been employed on a two year contract to assist in recovering these debts.

This appointment took effect on 11th August and I will therefore report back to the December meeting of this Committee to update Members on progress made on the collection of Rent Deposit Scheme debts.

4.4 Freedom of Information (FOI) Requests

Between 1st June and 31st August 2014, we have processed 197 requests and of these, 13 responses were sent to the requester outside of the 20 working day deadline. This was due to annual leave and the complexity of the requests. We wrote to the requester in all cases to apologise for the delay and provided the information as quickly as possible.

FOI Publication Scheme

The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme. This publication scheme commits the Council to make information available to the public as part of its normal business activities

Crawley Borough Council does have such a publication scheme but it requires reviewing and updating. I have begun this process and am using the ICO Model Publication Scheme as the template for this.

I will report progress made on this at the next meeting in December 2014.

5. Background Papers

5.1 None.

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Internal Audit Plans 2013/2014 and 2014/2015

Progress Report as at 31st August 2014

Audit	Audit Plan Year	Audit Opinion-Assurance	Number of High Priority Findings	Comments
A. Work Completed in the Current Period				
Disabled Facility Grants	2014/15	Substantial		
Responsive Repairs	2014/15	Full		
Corporate Governance Review	2014/15	N/A		This outcome of this work was used to support the Annual Governance Statement
Risk Management	2014/15	N/A		The outcome of this work will feed into the audit planning process.
B. Work In Progress				
FOI Requests – day to day work	2014/15			
Commercial Properties including Rents	2014/15			
Fraud Arrangements	2014/15			
Other Work				
Mid Sussex District Council	2014/15			We have undertaken a substantial amount of work at MSDC in the period.
Bewbush Surplus	2014/15			Ongoing
FOI Publication Scheme	2014/15			Ongoing
C. Follow Up Audits				
Rent Deposit Scheme	2014/15			Ongoing
Procurement	2013/14			Substantially implemented.