

Crawley Borough Council

Report to the Audit Committee

24th September 2015

Internal Audit Progress Report as at 11 September 2015

Report of the Audit and Risk Manager – FIN 370

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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
Information Security	Limited assurance
Grants to Voluntary Organisations	Substantial Assurance
Play Service (Management of Income)	Adequate Assurance (with no high priority findings).

Work in Progress

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

4.3 High priority findings in this period

Information Security.

This review looked at the way in which information both electronic and hardcopy were held within the Council and to assess how procedure within the Council would compare to those expected by the Information Commissioner's Office and the International Standard ISO 27001.

Whilst some high priority findings were identified following this review, a report was taken to the Corporate Management Team who as a result have sponsored a project to be undertaken to identify how information is stored across the organisation and to recommend the best way of addressing the issues raised in the audit.

4.4 Follow Up Audits

There have been no follow up audits undertaken since the last Audit Committee.

4.5 Freedom of Information (FOI) Requests

Between 1st June and 31st August 2015, we have processed 173 requests and of these, 11 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.

5. Background Papers

- 5.1 None.

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Appendix A

Internal Audit Plans 2014/2015 and 2015/2016

Progress Report as at 11 September 2015

Audit	Audit Plan Year	Audit Opinion- Assurance	Number of High Priority Findings	Comments
A. Work Completed in the Current Period				
Information Security	2014/15	Limited		
Grants to Voluntary Organisations	2015/16	Substantial		
Play Service (Management of Income)	2015/16	Adequate		
B. Work In Progress				
FOI Requests – day to day work	2014/15			
Gas Servicing	2015/16			
Disposal of IT Hardware	2015/16			
Procurement	2015/16			
Commercial Rent	2015/16			
Playground Refurbishment	2015/16			
Payroll	2015/16			
Other Work				
Mid Sussex District Council	2015/16			We have undertaken a substantial amount of work at MSDC in the period.
FOI Publication Scheme	2014/15			Ongoing
C. Follow Up Audits				
NONE				