

Joint Audit and Governance Committee



Report of Audit Manager

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To: Audit and Governance Committee

DATE: 6 July 2015

Internal audit management report quarter one 2015/2016

Recommendation

That members note the content of the report

Purpose of report

1. The purpose of this report is:
 - to report on management issues within internal audit;
 - to summarise the progress against the 2015/2016 audit plan up to 23 June 2015; and
 - to summarise the priorities for quarter two 2015/2016.

2. The contact officer for this report is Adrianna Partridge, Audit Manager for South Oxfordshire District Council and Vale of White Horse District Council, telephone 01235 540389.

Strategic objectives

3. Managing our business effectively.

Background

4. The CIPFA Code of Practice for Internal Audit in Local Government in the UK 2006 states that the head of internal audit should prepare a risk-based audit plan, which should outline the assignments to be carried out and the broad resources required to deliver the plan.
5. The CIPFA Code also states that the audit committee should approve the annual internal audit plan and monitor progress against the plan. The SODC committee approved the 2015/2016 annual internal audit plan on 17 March 2015 and the VWHDC committee approved the 2015/2016 annual internal audit plan on 19 March 2015.

Management issues

6. There has been an auditor vacancy throughout quarter one 2015/2016. An interim auditor has now been appointed to assist in the back log of work, and Peter Crabbe commenced on 22 June. We have successfully appointed to the permanent position and we anticipate the new auditor will commence 6 July 2015.
7. Following the Crowmarsh fire, internal audit is now implementing a fully electronic approach to testing, documenting and recording evidence obtained as part of the planned audit fieldwork. The current planned audits which are trialling this electronic approach may result in some additional time being spent whilst auditors embed it into normal working practices.

Progress against the 2015/2016 audit plan

8. Progress against the approved audit plan has been calculated for the quarter and year to date and is summarised in **appendix 1** attached.
9. Performance figures to date are as follows:

	Target	YTD	Q1 15/16	Q2 15/16	Q3 15/16	Q4 15/16
Chargeable (identifiable client and/or specific IA deliverable)	74%	60%	60%	N/A	N/A	N/A
Non-Chargeable (corporate, not IA deliverable)	8%	10%	10%	N/A	N/A	N/A
Planned Lost (i.e. leave)	16%	16%	16%	N/A	N/A	N/A
Unplanned Lost (i.e. study, sickness)	2%	14%	14%	N/A	N/A	N/A

10. As at 23 June 2015 the status of audit work against the 2015/2016 audit plan is as follows:

Planned

Strategic, operational and financial assurance work known and approved by the Audit and Governance Committee.

2015/2016	Planned	Complete	Draft	In progress	To commence
PLANNED	27	0	0	4	23
Joint	27	0	0	4	23

Adhoc

Unplanned project work based on agreed terms of reference with the audit manager (i.e. implementation of new systems) and responsive work issued and agreed by the section 151 officer, members or senior management team (i.e. investigations).

2015/2016	Requested	Complete	Draft	In progress	To commence
ADHOC	0	0	0	0	0
Joint	0	0	0	0	0
SODC	0	0	0	0	0
VWHDC	0	0	0	0	0

Follow up

Work undertaken to ensure that agreed recommendations have been implemented. The number of follow-up audits is a rolling number, all internal audit reports are followed up after six months unless the area is subject to an annual review.

2015/2016	Requested	Complete	Draft	In progress	To commence
FOLLOW-UP	12	6	0	0	6
SODC	6	3	0	0	3
VWHDC	6	3	0	0	3

Priorities for 2015/2016 quarter two (July 2015 – September 2015)

11. The priorities for quarter two are to:
- Complete the transition to a fully electronic planned audit approach.
 - Embed the internal audit recommendations database across all service areas.
 - Finalise the full review of the business continuity response to the Crowmarsh fire, document lessons learnt and draft business continuity plans for the temporary accommodation.
12. Remaining 2015/2016 planned audit work can be reviewed in **appendix 2**.

Financial implications

13. There are no financial implications attached to this report.

Legal implications

14. None.

Risk implications

15. Identification of risk is an integral part of all audits.

ADRIANNA PARTRIDGE
AUDIT MANAGER