

# East Staffordshire Borough Council

## Internal Audit Progress Report

September 2021



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**cw audit**  
internal audit services

# 1. Introduction

This report summarises the work of Internal Audit to the end of August 2021 in relation to the 2021/22 internal audit plan. The purpose of the report is to:

- Show progress against the audit plan;
- Summarise the key findings and conclusions arising from our work during the period;
- Provide details of planned work; and
- Update on the implementation of actions agreed by management in relation to internal audit recommendations.

# 2. Progress summary

Appendix 1 provides the current status of all audit assignments from the 2021/22 plan together with the opinions we have provided in each case where appropriate.

# 3. Reviews completed

The following reviews have been completed and a final report issued since the last meeting of this Committee.

Review (21/22 unless stated)	Status & Assurance Level
Debtors and Debt Recovery (2020/21)	Final report (significant)
Revenues and Benefits (2020/21)	Final report (significant)
Discretionary Business Support Grant	Final report (significant)
Arts Grant Claim	Certification provided
Leisure Contract Monitoring	Final report (full)

## 4. In progress

Review	Status
DFG	In progress
Health and Safety	Draft report
Facilities - Statutory Compliance	In progress
Small Business Fund	In progress
Emergency Financial Support (Flooding)	In progress
GDPR Compliance	Draft report
Business Continuity Planning	In progress
Business Restart Grant	In progress

## 5. Recommendation tracking

Recommendations and agreed actions are uploaded to a web-based database when reports are finalised. Managers access the system, and update status and mark actions as implemented when appropriate. The first table below sets out a summary of agreed actions since 1<sup>st</sup> April 2019 that were due to be implemented by 1/9/21. The second table shows the age of those agreed actions (based on the original date due for implementation) which are not yet complete. Members should note that the status of each action is as stated by management and not verified by Internal Audit unless a specific follow up has been undertaken.

Summary	1 Critical	2 High	3 Medium	4 Low	Total
Due by 1/9/21	-	2	41	19	62
Implemented	-	1	31	15	47
Closed	-	-	1	2	3
In progress but not complete	-	1	9	2	12
Outstanding (not started)	-	-	-	-	-

Time overdue for actions o/s or not complete	1 Critical	2 High	3 Medium	4 Low	Total
Less than 3 months	-	-	1	-	1
3 – 6 months	-	-	2	1	3
Greater than 6 months	-	1	6	1	8
Total	-	1	9	2	12

A summary for all agreed actions which were due for implementation by 1/9/21 and which managers have not yet recorded as fully implemented is set out below, together with a summary of the most recent updates from managers/officers responsible. As the action tracking system is based on management updates to agreed actions, this does not imply that Internal Audit has verified the status in such cases.

2018/19 Waste Management - This issue relates to wheelie bin stock control, which is linked to the Bartec system upgrade. The Bartec system was due to go live in March 2020. Due to delays relating to Covid 19, management advised that the work was scheduled for completion in quarter 4 of 2020/21. This work has been further delayed and is now scheduled to be completed by March 2022.

2020/21 Waste Management contamination – action to explore the automated letter function in respect of contaminated bins from Bartec and develop a procedure for contaminated bins has delayed until the end of September 2021.

2020/21 Review of CCTV - The action to address issues raised in relation to contract management have been extended to March 2022, which is in line with the extension of the existing contract and scrutiny review of CCTV. We have been advised that an external audit of CCTV is currently taking place and policies and procedures have been reviewed and updated where appropriate. The Code of Practice is being updated for 2021.

2020/21 Grounds Maintenance – Actions to address contract management issues in terms of KPI's and management information will be taken forward in the new contract to be tendered, which is expected in November 2021.

2019/20 Council Tax- Council Tax accounts in credit balances – Due to the excessive workloads for the Revenues and Benefits team, work on the review of credit balances has not been possible. It is expected that this work will be completed by the end of October 2021.

2020/21 Corporate Training – The action for appraisal progress to be monitored and reported to CMT was due for completion by June 2021. An update has been requested from management.

## Status update – 2021/22 Audit Plan

	Scheduled	Status	Assurance Level
Facilities – Statutory Compliance (c/f from 2020/21)	Ongoing from 2020/21	Fieldwork ongoing	
Discretionary Business Grants (c/f from 2020/21)	Ongoing from 2020/21	Final report issued	<b>Significant</b>
Budgetary Control & Medium Term Financial Planning	Quarter 4	Scope agreed	
National Fraud Initiative	As required	Ongoing	
Business Continuity Planning	Quarter 2	Fieldwork ongoing	
Health & Safety	Quarter 2	Draft report issued	
Emergency Financial Support – Flooding	Quarter 2	Fieldwork ongoing	
Contract Management	Quarter 4		
Capital Disposals Assurance – Pennycroft Lane, Bargates	As required		
Creditors	Quarter 3	Scope agreed	
Payroll – Key Controls	Quarter 3	Scope agreed	
Stronger Towns Fund	Quarter 3	Scope drafted	
Small Business Fund	Quarter 2	Fieldwork ongoing	
GDPR Compliance	Quarter 1	Draft report issued	
Commercial Property Management	Quarter 1	Scope drafted	
Council Tax	Quarter 3	Scope agreed	
Business Rates	Quarter 3	Scope agreed	
Benefits & Council Tax Support	Quarter 3	Scope agreed	

	Scheduled	Status	Assurance Level
Supported Housing	Quarter 1	Scope to be agreed	
Debtors & Debt Recovery	Quarter 3	Scope agreed	
Financial Systems – Key Controls	Quarter 3	Scope agreed	
Waste Management – Shared Service	Quarter 3	Scope to be agreed	
S106 Agreements	Quarter 3	Scope agreed	
Street Cleaning	Quarter 4	Scope agreed	
Disabled Facilities Grants	Quarter 2	Fieldwork ongoing	
Leisure Contract Monitoring	Quarter 2	Final report issued	<b>Full</b>
Climate Change	Quarter 3	Scope agreed	
Business Restart Grants (Contingency)	Quarter 2	Fieldwork ongoing	
Arts Grant Claim (Contingency)	Quarter 1	Certification provided	