



<b>Policy, Finance and Development Committee</b>	<b>Tuesday, 18 September 2018</b>	<b>Matter for Information</b>
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**Report Title:** **Internal Audit Progress Report (Q2 2018/19)**

**Report Author(s):** **Stephen Hinds (Director of Finance & Transformation)**

<b>Purpose of Report:</b>	The purpose of the report is to update the Committee on progress made in delivering the 2018/19 Audit Plan and to provide an update in relation to management's implementation of internal audit recommendations.
<b>Report Summary:</b>	The Internal Auditors are satisfied that delivery to date of the 2018/19 Audit Plan is in accordance with the delivery profile agreed with management. For this quarter, three reviews have been completed and final reports have been agreed with management.
<b>Recommendation(s):</b>	<b>That the content of the report and appendix be noted.</b>
<b>Responsible Strategic Director, Head of Service and Officer Contact(s):</b>	Stephen Hinds (Director of Finance & Transformation) (0116) 257 2681 <a href="mailto:stephen.hinds@oadby-wigston.gov.uk">stephen.hinds@oadby-wigston.gov.uk</a>  Mark Watkins (Head of Internal Audit, CW Audit Services) (0121) 612 3871 <a href="mailto:mark.watkins@cwaudit.org.uk">mark.watkins@cwaudit.org.uk</a>
<b>Corporate Priorities:</b>	Effective Service Provision (CP2)
<b>Vision and Values:</b>	"A Strong Borough Together" (Vision)
<b>Report Implications:-</b>	
Legal:	There are no implications directly arising from this report.
Financial:	There are no implications directly arising from the report.
Corporate Risk Management:	Reputation Damage (CR4) Effective Utilisation of Assets/Buildings (CR5) Regulatory Governance (CR6) Organisational/Transformational Change (CR8) Other Corporate Risk(s).
Equalities and Equalities Assessment (EA):	There are no implications arising from the report. EA not applicable.
Human Rights:	There are no implications arising from the report.
Health and Safety:	There are no implications arising from the report.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	The report is satisfactory.

Chief Finance Officer:	As the author, the report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	None.
<b>Background Papers:</b>	None.
<b>Appendices:</b>	<ol style="list-style-type: none"> <li><b>1.</b> Internal Audit Progress Report (November 2018)</li> <li><b>2.</b> Internal Audit Cleaning Contract Report (September 2018).</li> </ol>

## **1. Introduction**

- 1.1 This report summarises the work of the Internal Audit for the period covering quarter two for 2018/19. A copy of the Internal Audit Progress Report is attached at **Appendix 1**.
- 1.2 The purpose of the report is to update the Committee on progress made in delivering the 2018/19 Audit Plan and to provide an update in relation to management's implementation of internal audit recommendations.

## **2. Information**

- 2.1 The Internal Audit Plan for 2018/19 has been agreed, with Section 5 of **Appendix 1** giving details of planned audits over the coming months.
- 2.2 The purpose of the report is to show progress against the Audit Plan and to summarise key findings and conclusions arising from the work performed during the period.
- 2.3 The report shows that one audit gave limited assurance, namely:
  - 2.3.1 In relation to food safety, whilst limited assurance had been given, the auditors were pleased to note that management have already implemented a number of actions, including completion by the Lead Food Officer of the required number of training hours to meet CPD requirements, as well as introduction of a quarterly programme of independent case reviews, which should identify and address any inconsistencies in documentation completed and retained in support of inspections completed
- 2.4 Attached in **Appendix 2** is a copy of the Cleaning Contract Audit Report from September 2018, which will be presented to the Committee at the recommendation of the Service Delivery Committee.