



South Cambridgeshire District Council

Internal Audit Progress Report  
Corporate Governance Committee Meeting: 28 June 2013

**Recommendation:** The Corporate Governance Committee **Notes** the Internal Audit Progress Report

## Introduction

The internal audit plan for 2013/14 was approved by the Corporate Governance Committee in March 2013. This report provides an update on progress against that plan and summarises the results of our work to date. The reports shown in **bold** below have been finalised since the previous meeting.

## Summary of Progress against the Internal Audit Plan

Assignment Reports considered today are shown in bold	Status	Opinion	Actions Agreed (by priority)		
			High	Medium	Low
<b>2012/13</b>					
<b>Repairs Partnership Arrangements - Follow Up Review (23.12/13)</b>	<b>FINAL</b>	<b>ADEQUATE</b>	<b>0</b>	<b>4</b>	<b>2</b>
<b>Network Security Control Framework (24.12/13)</b>	<b>FINAL</b>	<b>AMBER / GREEN</b>	<b>0</b>	<b>3</b>	<b>0</b>
Follow Up (25.12/13)	Draft – 08 Apr 13				
<b>Performance Management (26.12/13)</b>	<b>FINAL</b>	<b>AMBER / GREEN</b>	<b>0</b>	<b>2</b>	<b>2</b>
Top up testing (27.12/13)	Draft – 18 Jun 13				

Assignment Reports considered today are shown in bold	Status	Opinion	Actions Agreed (by priority)		
			High	Medium	Low
<b>2013/14</b>					
<b>Customer Services – Contact Centre (1.13/14)</b>	<b>FINAL</b>	<b>GREEN</b>	<b>0</b>	<b>0</b>	<b>2</b>
Business Planning	Quality Assurance				
Safeguarding	Quality Assurance				
Environmental Health - Environmental Service Waste Review	Quality Assurance				
Proactive Fraud work	Fieldwork in Progress				
ICT Review	24 Jun 13				
Welfare Reform Project	Q2				
Corporate Governance	Q2				
Risk Management	Q3				
Annual Governance Statement	Q4				
Income & Debtors	Q3				
Budgetary Control	Q3				
General Ledger	Q3				

Creditors	Q3				
Cash, Banking & Treasury Management	Q3				
Payroll (including Expenses & Pensions)	Q2				
Capital Expenditure and Asset Management	Q3				
Procurement	Q2				
NNDR	Q3				
Council Tax	Q3				
Housing Benefits	Q3				
Housing Rents	Q2				
Top up testing	Q4				
Reconciliation testing	Q3				
Health and Safety	Q1 (Delayed to Q4)				
Performance Management	Q4				
Repairs – Partnership Arrangements	Q2				
Housing Allocations and Voids	Q2				
Follow Up	Q4				

## Other Matters

### Planning and Liaison:

Since the last Corporate Governance Committee we have met with Management on a regular basis to discuss the progress of the audit plan. In addition, we have discussed with management and the new Head of Internal Audit the transition to the in-house Internal Audit provider from July 2013.

We have included our annual report as a separate agenda item summarising all of our planned work for 2012/13.

Management have agreed all of the recommendations in the reports finalised above, with agreed target dates for implementation.

This is the last Corporate Governance Committee that RSM Tenon will be attending as the Council's Internal Audit provider and we would like to put on record our thanks to the members of the committee and to officers.

### Internal Audit Plan 2013/14 - Change Control:

Since the last Corporate Governance Committee at the request of management we have delayed the Health and Safety Review due to changes within the department and undertaken the Environmental Service Waste Review.

### Information and Briefings:

We have issued three updates electronically since the last Corporate Governance Committee:

- LGE eUpdate    LG eUpdate    March 2013
- LGE eUpdate    LG eUpdate    May 2013
- LGE eUpdate    LG eUpdate    June 2013

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required. Whilst every care has been taken to ensure that the information provided in this report is as accurate as possible, based on the information provided and documentation reviewed, no complete guarantee or warranty can be given with regard to the advice and information contained herein. Our work does not provide absolute assurance that material errors, loss or fraud do not exist.

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