

8. INTERNAL AUDIT – MONITORING REPORT 31st October 2017

REPORT OF: Audit Manager
Contact Officer: Gillian Edwards
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Wards Affected: All MSDC Wards
Key Decision: No
Report to: Audit Committee
21st November 2017

Purpose of Report

1. The purpose of this report is twofold; to update the Committee on the progress of the 2017/2018 Internal Audit Plan and to report on the progress made in implementing previously agreed recommendations.

Recommendation

2. The Committee is asked to receive this report.

Background

3. Work Completed

Since the last report, as at 25th September 2017, the following reviews have been completed.

| Audit Title | Audit Opinion |
|--------------|------------------------|
| The Orchards | Substantial Assurance |
| Procurement | Satisfactory Assurance |

4. Work in Progress

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

5. High priority findings in this period

We identified one high priority finding, in relation to the Procurement audit, during this period:

Contracts Register

The Department for Communities and Local Government (DCLG) issued a revised Transparency Code in February 2015, which specifies what open data local authorities must publish. This includes the need for local authorities to provide details about contracts and it is advised that this information is best provided in a contract register. Compliance is mandatory and non-compliance holds the risk of fines from the Information Commissioner and reputational damage to the Council.

The Code requires that any purchase orders over £5,000 must now be recorded for publication under the Code.

During our review of the Contracts Register as at 30th June 2017, we noted it had not been updated since 1st April 2017. We identified nine purchase orders that had not been reported on the Contracts Register which equated to 52% of our sample (13 out of 25 purchases).

Whilst this may be due in part to timing, with the Register being updated quarterly, we identified a number of contracts prior to 1st April 2017 that were not included. Management agreed to update the Register on a monthly basis.

6. Follow up Audits

We have undertaken these follow ups since the last Audit Committee.

Procurement

The Contracts Register is now being updated on a monthly basis. We will confirm at the next meeting of this Committee, on 27th February 2018, that the register is accurate and complete.

Member Actions

7. A Member sought an explanation as to what the CenSus Council Tax 'buildings module' entailed and the Senior Auditor replied that an answer will be provided at the next Committee meeting.

The Buildings module is part of an electronic system that allows details of individual properties to be recorded, including inspections that have been undertaken by Visiting Officers. This links to the Academy Council Tax system and allows all Visiting Officers and office-based staff to access the information.

Background Papers

- Internal Audit reports relating to 2017/2018
- Working papers relating to 2017/2018

Internal Audit Plan 2017/2018

Progress Report as at 31st October 2017

| Audit | Audit Plan Year | Audit Opinion-Assurance | Number of High Priority Findings | Comments |
|--|-----------------|-------------------------|----------------------------------|---------------------------|
| A. Work Completed in the Current Period | | | | |
| The Orchards | 2017/18 | Substantial | | |
| Procurement | 2017/18 | Satisfactory | | |
| B. Work In Progress | | | | |
| Sundry Debtors | 2017/18 | | | |
| Income Collection (Cash and Bank) | 2017/18 | | | |
| Payments (Creditors) | 2017/18 | | | |
| CenSus Data Migration | 2017/18 | | | |
| Follow Ups | | | | |
| Procurement | 2017/18 | | | Agreed action implemented |
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