

Internal Audit Work 2018-19 (as at 16-10-2018)

This appendix complements the summary outcome of final reports as presented above.

Progress against the plan – Summary

No of Reviews	Planning	Fieldwork	Draft Report	Final Report (Audit Complete)
72	20	31	8	4
100%	28%	43%	11%	6%

Audit status definitions: 'Fieldwork' – audit terms of reference finalised and fieldwork underway, 'Draft Report' – draft report issued and management response awaited, and 'Final Report' – management response received to the draft report and audit completed.

Progress against the plan – Detail

[illegible]

No	Department	Main Audit Review	Status *	Assurance ***	Recommendations Made**				Recommendations Agreed**			
					R	A	G	Total	R	A	G	Total
56	Guildhall School	Student Support	Draft Report									
57	Guildhall School	Strategic Planning	Fieldwork									
58	Guildhall School	Budget Setting and Financial Management	Planning									
59	Guildhall School	Accommodation Strategy	January start									
60	Guildhall School	Income Generation	Planning									
61	Guildhall School	Enhanced Student Offer	January start									
62	CLS	Health and Safety	January start									
63	CLS	Cyber Security	Fieldwork									
64	CLSG	Cyber Security	November start									
65	CLSG	Budget Setting and Internal Controls	Fieldwork									
66	CLFS	Cyber Security	Fieldwork									
67	DCCS	Adult Education Skills Service Contract Arrangements	Fieldwork									
68	Built Environment	CIL & Section 106 Funding	Fieldwork									
69	City Police	Key Financial Controls	Draft Report									
70	Corporate Wide	City Police Accommodation Programme	Draft report									
71	Mansion House	Catering and Hospitality Contract	Final Report	Amber	0	5	0	5	0	5	0	5
72	Open Spaces	Financial Management	Draft Report									
TOTAL					0	8	3	11	0	8	3	11

Performance Indicators

Performance Measures	Target	Actual
1 Completion of audit plan	95% of planned audits completed to draft report stage by end of plan review period (31 March 2019)	17%

2 Timely production of draft report	Average time taken to issue draft reports within 28 days of end of fieldwork i.e. exit meeting date.	18 days
3 Timely response to draft report	Average time taken to obtain a full management response within 28 days of the draft report being issued.	10 days
4 Timely issue of final report	Average time taken to finalise the review within 7 working days on full response from management	5 days
5 Customer satisfaction	Through key question on post audit surveys – target 90%	N/A
6 Percentage (%) of audit section staff with relevant professional qualification	Target 75%	78%