



Internal Audit Dashboard: 01/04/2024-31/08/2024

Work completed in period

Final Audit Reports Issued

Barbican Centre	Business Continuity	Limited Assurance
City Junior School	Key Financial Controls	Limited Assurance

Audit Reviews in Progress:

- Corporate Strategy and Performance – Application of Risk Management Framework **(Draft Report)**
- Community and Children’s Services – Risk Management **(Draft Report)**
- Innovation & Growth – Operational Expenditure **(Draft Report)**
- Corporate Wide – IR35 **(Draft Report)**
- Barbican Centre – Financial Procedures Framework **(Draft Report)**
- Guildhall School – Financial Management **(Draft Report)**
- Chamberlains – Procurement Transparency (PAR) **(Draft Report)**
- Environment – Planning Governance **(Fieldwork)**
- City of London Police – Information and Data Handling **(Fieldwork)**
- City of London Police - Payroll **(Fieldwork)**
- City of London Police – Accommodation **(Fieldwork)**
- Barbican Centre – Contract Management **(Fieldwork)**
- Environment Department – Risk Management (City Operations) **(Fieldwork)**
- Chamberlain’s Department – Contractor AP Approval Responsibilities **(Fieldwork)**
- Guildhall School – Non-Substantive Workforce **(Planning)**
- Environment Department – Planning Data **(Planning)**

(note also work in progress for London Councils and Museum of London)

Follow-up
Reviews: 11

Committee
Reports: 9

Corporate Risk Assurance:
CR01, CR36

Follow-up outcomes in period

Total Recommendations Reviewed:

93

29
Implemented

64
Outstanding

All Open Recommendations: 127

24
Red

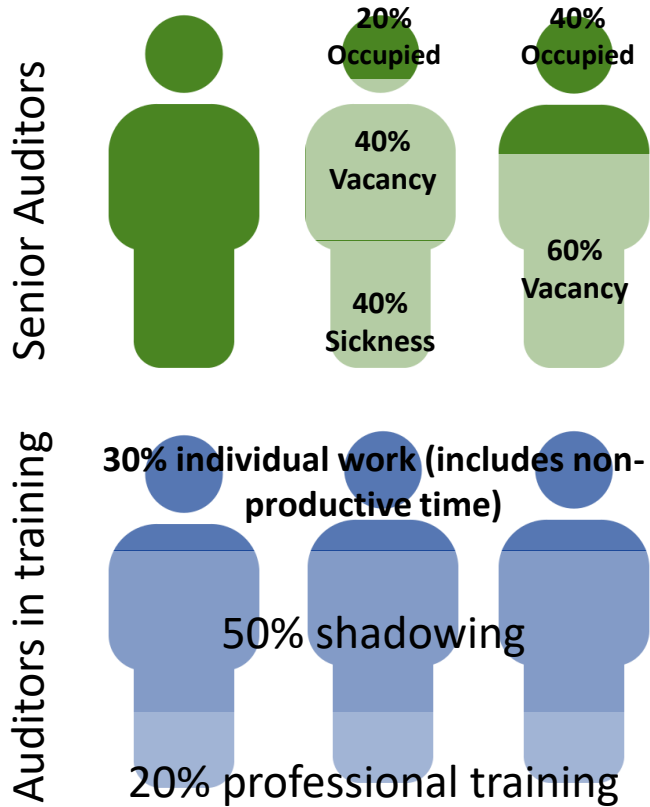
101
Amber

2
Green

Date Prepared: 09/09/2024

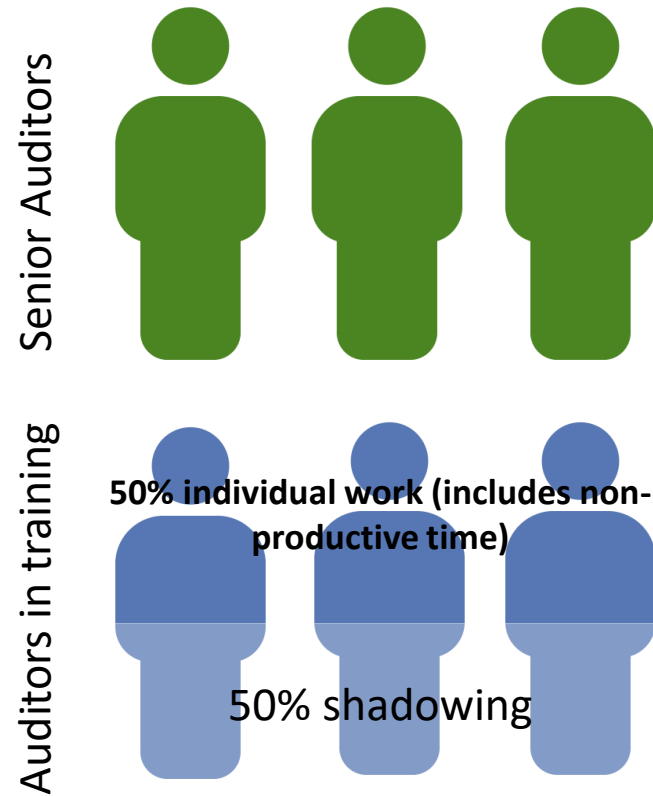
Internal Audit Resources Available in 2024/25

Resources available 01/04/24 - 31/08/24



135 Audit Days

Resources available 01/09/24 - 31/03/25



475 Audit Days



Internal Audit Resource Analysis for 2024/25

**Baseline
Target:
600 Audit
Days**

**Current
Capability:
610 Audit
Days**

**Growth
Target:
1000 Audit
Days**

Timeline to Growth Target: 31/03/2026

Notes:

- A full time Senior Auditor equates to 180 “Audit days”.
- Auditors in training are all due to complete current professional studies by 30 September 2024, from which point proportion of “individual work” increases to at least 50%, with the proportion of time shadowing decreasing over the following year.
- Provision of Internal Audit Services to London Councils and Museum of London totals 100 Audit days (55% of 1 FTE)

Additional Resources:

- Currently engaged Temporary Audit Manager to support Internal Audit Planning
- Recruitment campaign for Deputy Head of Internal Audit initiated
- Partnered with Gartner UK for Assurance Leaders, providing access to extensive specialist support and advisory services and reference and training materials to support the development of the Internal Audit function
- Benchmarking to be undertaken in September/October to baseline service maturity and formulate growth plan

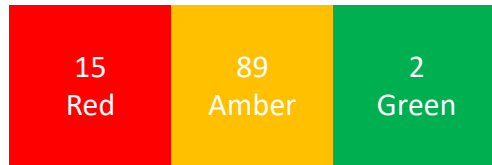


Internal Audit Recommendation Analysis

127 Open Recommendations compared to 119 open recommendations at 31/03/2024.

25 recommendations have been raised in the current year 2024/25

Recommendations past their due date: 106



Current Aged Analysis of overdue recommendations:

Time past due date	Number of Recommendations
< 6 months	54
6-9 months	30
9-12 months	9
12-24 months	12
24-36 months	1
Total	106

Aged Analysis of overdue recommendations at 31/03/2024:

Time past due date	Number of Recommendations
< 6 months	65
6-9 months	8
9-12 months	5
12-24 months	23
24-36 months	4
Total	105

Overdue Red Recommendations

Audit	Recommendation	Target date
City of London School - Key Financial Controls	Proposed management action: Put in place at least termly budget monitoring, with reporting to the Head / SLT.	31/12/2023
	Proposed management action: £188,000 of the £390,000 was written back onto the accounts during 2022/23 although there remain reconciliation issues in 2022/23. Termly reconciliation and improvements in the Shared Services Team including training of staff and clear procedures will help to prevent future reconciliation issues. Further work is required on reconciliation of carried forward balances, which will help determine if the 2021/22 write off can be written back to the accounts or if this is to remain written off.	31/03/2024
	Proposed management action: Resume at least termly budget monitoring reports to governors.	31/12/2023
City of London School for Girls - Key Financial Controls	Proposed management action: Put in place at least termly budget monitoring, with reporting to the Head / SLT.	31/12/2023
	Proposed management action: Resume at least termly budget monitoring reports to governors.	31/12/2023
Community & Children's Services - Timeliness of Housing Repairs	<p>As Contract Manager, the Head of Asset Management should ensure that a robust approach is taken to holding the contractor to account for under-performance in the timely delivery of repairs. To facilitate this:</p> <ul style="list-style-type: none"> (i) The Head of Asset Management should raise formally with the contractor the ongoing issues with performance and should seek appropriate resolution. This escalation should be documented and followed up if unsuccessful. (ii) the frequency of Contract Monitoring meetings should be increased until these issues are resolved; (iii) 'Traffic Light' Dashboard reports, published by the Housing Management Team on a quarterly basis, should be presented at contract monitoring meetings, where appropriate. 	31/01/2023

Overdue Red Recommendations (continued)

Audit	Recommendation	Target date
Corporate Health and Safety	The Corporate Health Safety and Wellbeing Committee should devise arrangements for monitoring the extent to which City departments or business areas have adequate arrangements in place for identifying, assessing, recording and monitoring health and safety risks together with escalating health and safety risks for corporate attention, where required.	31/03/2024
	The Corporate Health, Safety and Wellbeing Committee should report regularly to both the Corporate Services Committee and Executive Leadership Board, setting out the extent to which the City's health and safety risk management framework is operating effectively.	31/12/2023
Community & Children's Services - Housing Fire Safety Management	Regular status updates should be provided to the Sub-Committee at least quarterly in relation to delivery of the programme of inspections and fire risk assessments.	02/10/2023
	Fire Safety status reports should be made to the Sub-Committee at least quarterly, showing timely updates in relation to completed or overdue actions.	02/10/2023
	Fire safety status reports should incorporate summary information so as to better illustrate the strategic implications of the data. [Some examples have been discussed and shared with management alongside this report.]	31/12/2023
	The status of inspections and fire risk assessments should be reported to the first available Sub-Committee following completion.	02/10/2023
Community & Children's Services - Charges for Repairs and Maintenance	The contract Schedule of Rates must be applied, where this is not possible, works must be specified and costed via quotation and the quotation attached to the works order.	27/11/2023
	The Housing Repairs Team should ensure that market testing (seeking alternate quotes) is undertaken in relation to non-SOR items, management may wish to set a financial threshold for this. Evidence should be retained.	27/11/2023
	The Housing Repairs Team should introduce, as a minimum, spot-checking to validate the completion of works and, for some categories of repair, part-completion. Evidence should be retained to demonstrate this.	27/11/2023