



# Internal Audit Dashboard: 01/09/2024-30/09/2024

## Work completed in period

### Final Audit Reports Issued

Community and Children's Services	Risk Management	Limited Assurance
Innovation and Growth	Operational Expenditure	Moderate
Corporate Strategy and Performance	Application of the Risk Management Framework	Limited Assurance

### Audit Reviews in Progress:

- Corporate Wide – IR35 (**Draft Report**)
- Barbican Centre – Financial Procedures Framework (**Draft Report**)
- Guildhall School – Financial Management (**Draft Report**)
- Chamberlains – Procurement Transparency (PAR) (**Draft Report**)
- Barbican Centre – Contract Management (**Interim 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**)
- Environment Department – Risk Management (City Operations) (**Fieldwork**)
- Chamberlain’s Department – Contractor AP Approval Responsibilities (**Fieldwork**)
- Guildhall School – Non-Substantive Workforce (**Fieldwork**)
- Environment Department – Planning Data (**Fieldwork**)
- City of London Police – Income: Cost Recovery & Collection (**Fieldwork**)

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

## Follow-up outcomes in period

Total Recommendations Reviewed:	
20	
20 Implemented	0 Outstanding

All Open Recommendations: 120

23 Red	94 Amber	3 Green
--------	----------	---------

Date Prepared: 10/10/2024



# Cumulative Dashboard (from 01/04/2024)

## Assurance Ratings Provided



## Recommendations Raised



## Distribution of Assurance Work

- Safeguarding
- Regularity and Compliance
- Asset Management
- Key Systems
- Business Continuity
- Safety Management
- Finance
- Second Line of Defence
- Risk Management





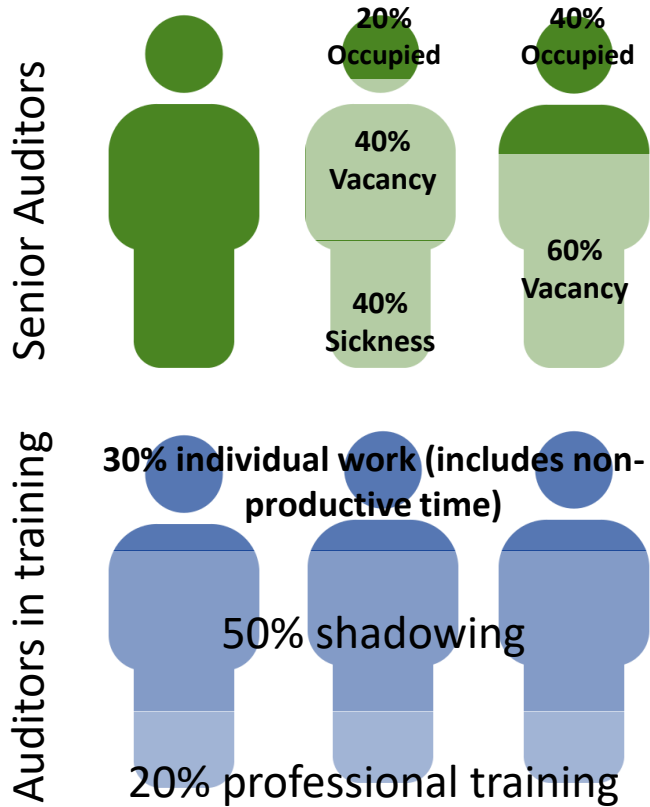
# Audit Reviews Completed in 2024/25 (cumulative report)

---

<b>Department</b>	<b>Audit Title</b>	<b>Assurance Rating</b>	<b>Recommendations Made</b>		
			<b>Red</b>	<b>Amber</b>	<b>Green</b>
City of London Junior School	Key Financial Controls	Limited	0	15	0
Barbican	Business Continuity	Limited	3	7	0
Community and Children's Services	Risk Management	Limited	3	0	0
Innovation and Growth	Operational Expenditure	Moderate	0	7	0
Corporate Strategy and Performance	Application of the Risk Management Framework	Limited	1	0	0

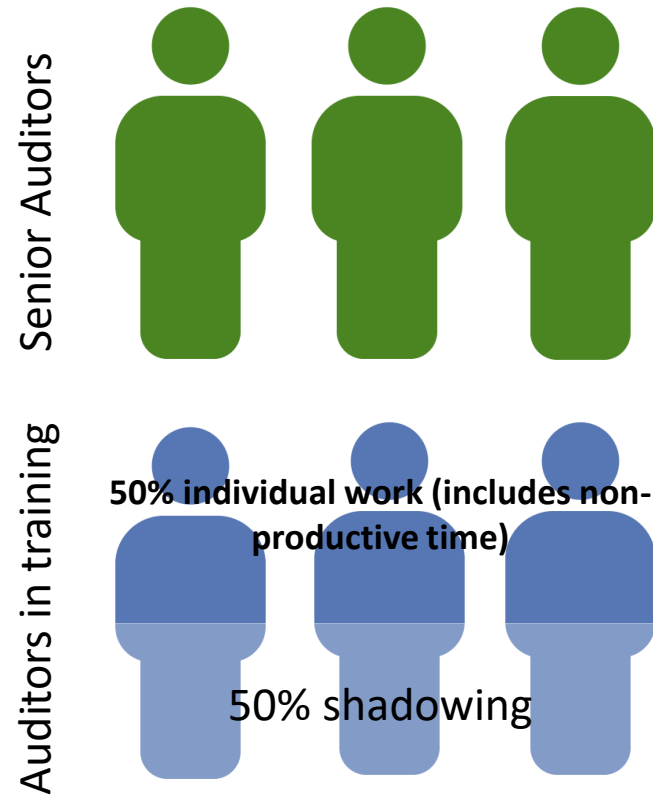
# Internal Audit Resources Available in 2024/25

## 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 completed current professional studies by 30 September 2024, from which point proportion of “individual work” increased 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 in progress, expected to complete before November Committee
- 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



# Internal Audit Plan for 2024/25 (Q3 & Q4)

Department	Audit
City of London Police	Income - Cost Recovery and Collection (Part 2)
City of London Police	Information and Data Handling
Environment	Planning Governance
Environment	Planning and Development - Risk Management
City Bridge Foundation	Grants
Community and Children's Services	Commissioning
Environment	Planning - Accuracy of Published Data
Barbican	Health and Safety
Corporate Wide	IR35 Compliance
City Surveyor's	IPG - Commercial Rents
City of London Police	Accommodation
Guildhall School	Non-Substantive Workforce
City of London School	School Income - Including Fees
City of London School for Girls	School Income - Including Fees
City of London Junior School	School Income - Including Fees
City of London Police	Employees
Environment	Port Health and Public Protection - Risk Management
Barbican	Use of Procurement Cards
Guildhall School	Data Quality - HESA
Barbican	Contract Management
Corporate Wide	P-Card Performance
Community and Children's Services	Direct Payments - Social Care
Corporate Wide	Authorisation Limits for AP/I-procurement
Corporate Wide	Procurement - Compliance with PAR Process
Corporate Wide	Contract Management
Environment	City Operations - Risk Management
Chamberlain's	Corporate Income Collection and Debt Management
Corporate Wide	Fees and Charges



# Internal Audit Plan for 2024/25 (Q3 & Q4)

## Planned Distribution of Internal Audit Work for Q3 and Q4 2024/25

Finance	Regularity and Compliance	Risk Management	Key Systems	
			Contract	Project and Programme
			Grants	
Safety Management				

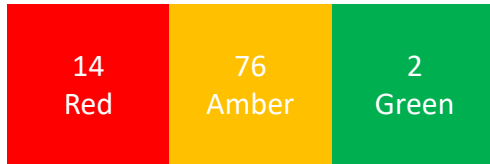


# Internal Audit Recommendation Analysis

**120 Open Recommendations** compared to 127 open recommendations at 30/09/2024.

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

Recommendations past their due date: 92



**Current Aged Analysis of overdue recommendations:**

Time past due date	Number of Recommendations
< 6 months	35
6-9 months	35
9-12 months	9
12-24 months	7
24-36 months	6
Total	92

**Aged Analysis of overdue recommendations at 30/09/2024:**

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



# 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

## Overdue Red Recommendations (continued)

Audit	Recommendation	Target date
Community & Children's Services - Housing Fire Safety Management	Regular status updates should be provided at 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
	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
City Surveyor – Corporate Operational Property Management	The work programme for CASC needs to include activity to ensure that the Committee is able to perform its role of oversight for the management of operational property.	31/12/2021
	Committee oversight for operational management of property should be centred around the condition of the property portfolio rather than monitoring an agreed programme of work (although noted that monitoring delivery of this programme is still necessary and useful) and this should be within the remit of a single Committee (CASC within existing Member governance).	31/12/2021
	Roles and responsibilities in relation to operational property management need to be articulated more clearly and explicitly than they are currently, and confirmation obtained that the relevant officers are aware of their accountabilities. This extent to which this recommendation is required is dependent on the standardisation of approach.	31/12/2021