

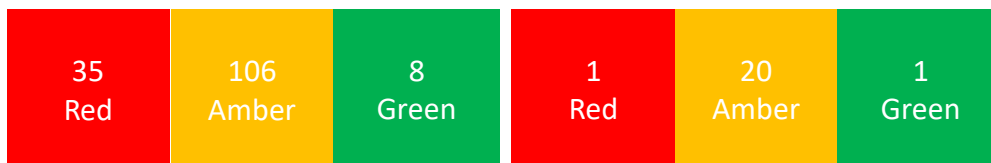
Internal Audit Dashboard: 01/09/2024-30/09/2024

Work completed in period

Final Audit Reports Issued		
Barbican	Financial Procedures Framework	Moderate
Corporate Wide	Procurement Authorisation Process	Limited
Corporate Wide	Contract Register and Contract Management	Limited
City of London Police	Payroll Controls	Substantial
City of London Police	Accommodation Programme Governance	Limited
Corporate Wide	IR35 Compliance	Limited
Barbican	Contract Management	Limited
Innovation and Growth	P-Cards	Moderate
Environment	Planning Governance	Moderate
Environment	City Operations Risk Management	Substantial

All Open Recommendations: 149

Recommendations Closed in Period: 22



Audit Reviews in Progress:

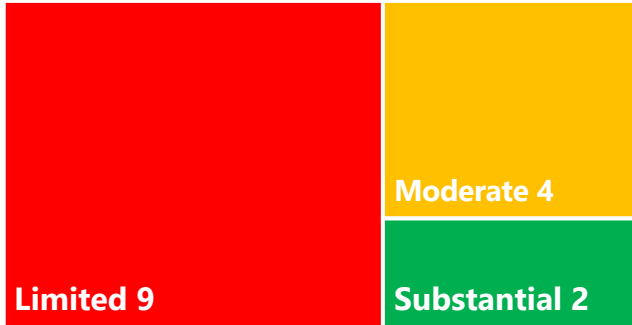
- Guildhall School – Financial Management (**Draft Report**)
- City of London Police – Information and Data Handling (**Fieldwork**)
- Chamberlain’s Department – Contractor AP Approval Responsibilities (**Fieldwork**)
- Guildhall School – Non-Substantive Workforce (**Fieldwork**)
- Environment Department – Planning Data (**Draft Report**)
- City of London Police – Income: Cost Recovery & Collection (**Fieldwork**)
- City Bridge Foundation – Grants (**Fieldwork**)
- Barbican – Health and Safety (**Fieldwork**)
- Community and Children’s Services – Direct Payments (Adults and Children) (**Fieldwork**)
- Chamberlain’s – DITS Risk Management (**Fieldwork**)
- City of London School – School Fee Income (**Fieldwork**)
- Chamberlain’s – Procurement Act Managing Conflicts of Interest (**Fieldwork**)
- Barbican – Safeguarding (**Fieldwork**)
- Corporate – P-card Use and Performance (**Draft Report**)
- Town Clerk’s – Contract Management (**Fieldwork**)
- Corporate wide – Compliance with the PAR Process (**Planning**)

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



Cumulative Dashboard (from 01/04/2024)

Assurance Ratings Provided



Recommendations Raised



Distribution of Assurance Work

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



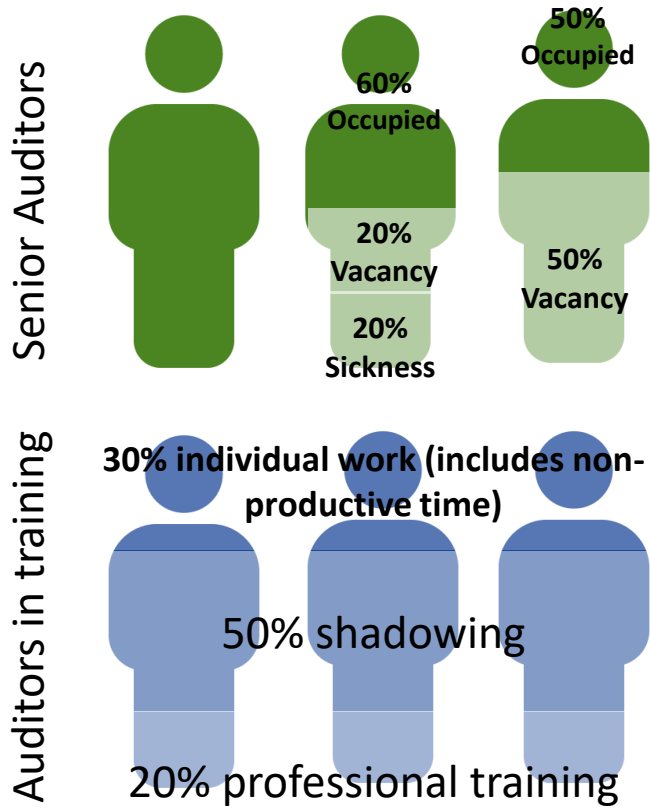


Audit Reviews Completed in 2024/25 (cumulative report)

			Recommendations Made		
Department	Audit Title	Assurance Rating	Red	Amber	Green
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
Barbican	Key Controls	Moderate	1	6	1
Corporate Wide	Procurement Authorisation Process	Limited	1	0	0
Corporate Wide	Contract Register and Contract Management	Limited	1	0	0
City of London Police	Payroll Controls	Substantial	0	5	2
City of London Police	Accommodation Programme Governance	Limited	0	3	0
Corporate Wide	IR35 Compliance	Limited	5	1	0
Barbican	Contract Management	Limited	4	5	0
Innovation and Growth	P-Cards	Moderate	1	5	1
Environment	Planning Governance	Moderate	0	5	2
Environment	City Operations Risk Management	Substantial	0	2	0

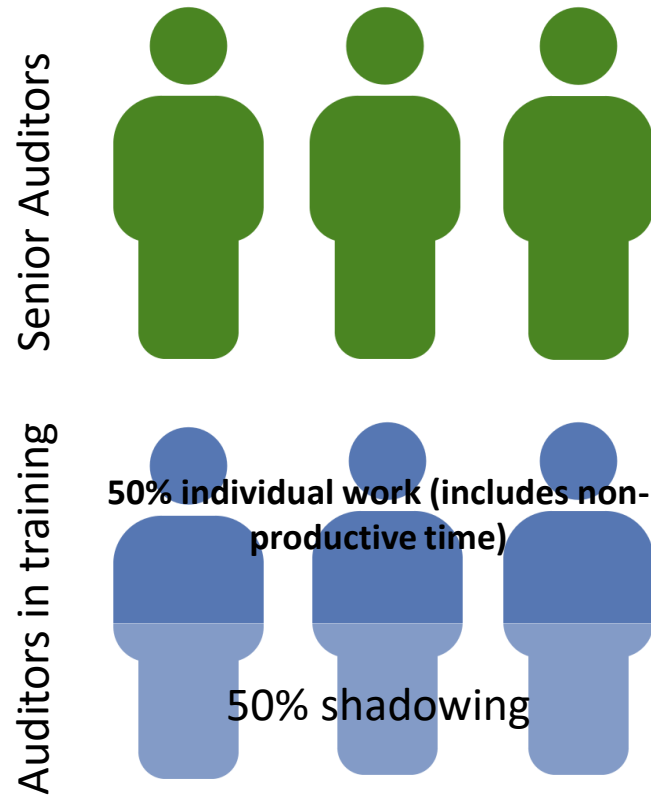
Internal Audit Resources Available in 2024/25

Resources available 01/04/24 - 31/12/24



370 Audit Days

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



240 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:

- Temporary Audit Manager engaged in Q3 to support Internal Audit Planning
- Deputy Head of Internal Audit appointed, started in post 06/01/2025
- 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 (Q4)

Department	Audit
City of London Police	Income - Cost Recovery and Collection (Part 2)
City of London Police	Information and Data Handling
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
City Surveyor's	IPG - Commercial Rents (All funds, separate report for City Bridge Foundation)
Guildhall School of Music and Drama	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
Environment	Port Health and Public Protection - Risk Management
Barbican	Use of Procurement Cards
Guildhall School of Music and Drama	Data Quality - HESA
Corporate Wide	P-Card Performance (Organisation Wide)
Community and Children's Services	Direct Payments - Social Care Spot-Check
Corporate Wide	Authorisation Limits for AP/Procurement - analysis
Corporate Wide	Procurement - Compliance with PAR Process
Corporate Wide	Contract Management (mini-review)
Chamberlain's	Corporate Income Collection and Debt Management
Corporate Wide	Fees and Charges (Various Departments based on standard work programme)



Internal Audit Plan for 2024/25 (Q4)

Planned Distribution of Internal Audit Work for Q4 2024/25

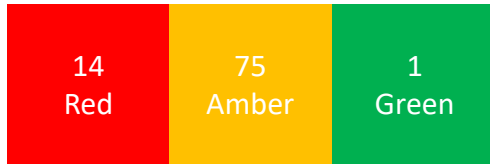
Finance	Regularity and Compliance	Key Systems		
		Risk Management		
	Contract	Grants	Project and Programme	Safety Management

Internal Audit Recommendation Analysis

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

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

Recommendations past their due date: 92



Note: number of recommendations past their due date is the same as reported in November 2024 – no movement on these recommendations as no further follow-up work completed in this period.

Current Aged Analysis of overdue recommendations:

Time past due date	Number of Recommendations
< 6 months	20
6-9 months	3
9-12 months	24
12-24 months	39
24-36 months	6
Total	92

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

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

Overdue Red Recommendations (Position as reported in November 2024)

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