

Internal Audit Work 2015-16 (as at 25 August 2015)

This appendix compliments the summary outcome of final reports as presented in monthly Members briefings.

Progress against the plan – Summary

No of Reviews	Fieldwork	Draft Report	Final Report
74	11	10	5
	15%	14%	7%

Draft TOR = 19 (26%)

Progress against the plan - Detail

Department	Main Audit Review	Status*	Assurance**	Recommendations Made**				Recommendations Agreed**					
				R	A	G	Total	R	A	G	Total		
Corporate	Business Continuity & Disaster Recovery	<i>Draft TOR</i>											
Corporate	Supporting Businesses	<i>Draft TOR</i>											
Corporate	Information Governance and Security (Cyber Security Committee Report)	FINAL	n/a	n/a				n/a					
Corporate	Health & Safety	Fieldwork											
Corporate	Learning & Development												
Corporate	Vetting of Staff												
Corporate	COSO - Entity Wide Control Environment												
Corporate	Procurement												
Corporate	Petty Cash	Fieldwork											
Corporate	Cash Income Collection and Banking	Fieldwork											
Corporate	Expenses	Fieldwork											
Corporate	Pre Contract Appraisal	<i>Draft TOR</i>											
Corporate	Liquidations	Fieldwork											
Corporate	Follow Ups												
Corporate	Physical Access Security to Guildhall												
Chamberlain	Main Accounting System - GL / AR / AP	<i>Draft TOR</i>											
Chamberlain	Investments - Corporate Responsibility												
Chamberlain	Council Tax												
Chamberlain	Business Rates												
Chamberlain	Governance and Oversight of Service Based Reviews												
Information Systems	ITIL Compliance	Fieldwork											
Information Systems	Remote Access	<i>Draft TOR</i>											
Information Systems	Database Patching & Change Control Procedures	<i>Draft TOR</i>											
Information Systems	Back Up Strategy and Procedures	Fieldwork											

Department	Main Audit Review	Status*	Assurance**	Recommendations Made**				Recommendations Agreed**				
				R	A	G	Total	R	A	G	Total	
Information Systems	Firewalls	<i>Draft TOR</i>										
Information Systems	Asset Register	<i>Draft TOR</i>										
Information Systems	WAN (MLPS)	<i>Draft TOR</i>										
Information Systems	GJR Server Rooms											
Information Systems	People's Network (Culture, Heritage & Libraries)											
Information Systems (Outsourced)	WIFI Strategy											
Information Systems (Outsourced)	Cloud Security											
Information Systems (Outsourced)	Oracle 12 Licenses											
Information Systems (Outsourced)	Oracle Post Implementation Review											
Open Spaces	Hampstead Heath	Draft										
Open Spaces	Cemeteries & Crematoriums	<i>Draft TOR</i>										
Open Spaces	Chingford Golf Course											
Markets and Consumer Protection	Licensing	<i>Draft TOR</i>										
Markets and Consumer Protection	Port Health Income	Draft										
Markets and Consumer Protection	Penalty Charge Notices	FINAL	Amber	0	3	3	6	0	3	3	6	
Community & Children Services	Departmental Review											
Community & Children Services	Sir John Cass Schools Financial Value Sign Off	Draft										
Community & Children Services	Sir John Cass School Private Fund Account	Fieldwork										
Community & Children Services	Community Capacity and Disabled Facilities Grant Verification	FINAL	n/a	n/a				n/a				
City Surveyors	Property Purchases, Sales & Investments	<i>Draft TOR</i>										
City Surveyors	Rents, Letting and Vacancies	<i>Draft TOR</i>										
Built Environment	Recoverable Works	<i>Draft TOR</i>										
Police	Expenses (inc. travel expenses)											
Police	Business Travel Scheme											

Department	Main Audit Review	Status*	Assurance**	Recommendations Made**				Recommendations Agreed**				
				R	A	G	Total	R	A	G	Total	
Police	Police Officer Allowances & Ad Hoc Payments											
Police	Police Supplies & Services and 3rd Party Payments	Fieldwork										
Police	Action Awareness Team											
Police	Governance and oversight of outsourcing (IT)											
Police	Interim Follow Up of Disaster Recovery and PBX Resilience	Draft										
Police	Invoices on Hold	Draft										
Police	Interpreters Fees	Draft										
Police	Gifts and Hospitality	Fieldwork										
Police	European Commission Grant Verification	FINAL	n/a				n/a					n/a
CLFS	Institutional Review	<i>Draft TOR</i>										
CLS	Institutional Review	<i>Draft TOR</i>										
CLSG	Institutional Review	<i>Draft TOR</i>										
CLSG	ICT Strategy	Draft										
Guildhall School	Annual Enrolment											
Guildhall School	Milton Court	<i>Draft TOR</i>										
Guildhall School	Procurement of Goods and Services	Draft										
Guildhall School	Satellite Operations											
Barbican	Box Office											
Barbican	Barbican - International Enterprise	Fieldwork										
Barbican	Barbican - Bars (Contract Management and New Arrangements)											
Barbican	Membership Scheme											
Barbican	Budget Setting and Financial Management	<i>Draft TOR</i>										
Barbican	Cost Estimates and Cost Plan	FINAL	Green	0	1	1	2	0	1	1	2	
Barbican	Systems Controls											
Culture Libraries and Heritage	Monument Cash Collection	Draft										
Mansion House	Annual Plate Review	Draft										

*Status definitions – Fieldwork = Formal TOR issued, Draft = Formal draft report issued, Final = Review complete and final report issued.

** Only completed once final report has been issued.

Progress against the plan – Additions and Deletions

The changes below have currently been accommodated from the original contingency budget available (48 days):

Additions			Deletions		
Title of Review	Reason for Addition	No of Days	Title of Review	Reason for Addition	No of Days
Sir John Cass Primary School – Schools Financial Value Statement Sign Off	Work performed to provide assurance to the Chamberlain regarding the sign off of the statement.	-6	Open Spaces – Donations and Sponsorship Income	As a result of discussions with Director agreed that not high risk and would be more appropriate to review during 2016/17 and focus on other types of funding.	+15
Sir John Cass Primary School – Private Fund Account Sign Off	Request for internal audit to review and sign off accounts.	-4.5			
Monument Cash Collection	Work performed to ensure that income collection and ticket sales are well controlled following information provided by a member of the public.	-6			
Interim Follow Up of Disaster Recovery and PBX Resilience	Police management have requested that interim follow up review is performed of these two reviews that received 'red' assurance opinions.	-6			
Police Interpreters Fees	Carry forward from 2014-15 internal audit plan	-5			
Police Gifts and Hospitality	Request from Performance and Resources Sub Committee	-6			
Community Capacity and Disabled Facilities Grant	Request from finance staff to complete the verification of two grant returns.	-3			
European Commission Grant	Request from finance staff to complete the verification of the grant return.	-5			
Mansion House	Annual Plate Review	-2			
Open Spaces	Additional budget required to complete the Hampstead Heath review due to changes in approach. Furthermore, this was the first review done through joint working.	-2.5			
	Total	-46		Total	+15

Performance Indicators

Performance Measure	Target	Actual
1. Completion of the audit plan	100% of planned audits completed to draft report stage by end of plan review period (31 March 2016)	17%
2. Percentage (%) recommendations confirmed fully implemented at time of formal follow up	Overall – 75% Red – 100% Amber – 80%	72% Red – n/a Amber – 72%*
3. Timely production of draft report	Average time taken to issue draft reports within 28 days of end of fieldwork i.e. exit meeting date.	27 days
4. Timely response to draft report	Average time taken to obtain a full management response within 28 days of the draft report being issued	24 days
5. Timely issue of final report	Average time taken to finalise the review within 7 working days on full response from management	7 days
6. Customer satisfaction	Through key question on post audit surveys – target 90%	100%
7. Percentage (%) of audit section staff with relevant professional qualification	Target 75%	78%

*Note – a further 20% were established to be partially implemented.