

# Internal audit progress report for Audit Committee

November 2012

# *Table of Contents*

---

Plan outturn	3
Reporting Activity and Progress	4
Appendix A – Plan Outturn Statement	5
Appendix B – TeamCentral Report	7

# *Plan outturn*

## **2012/13 Audit Plan**

We have completed our reviews in relation to Council Tax, NNDR, Housing Benefits and Museums Security and a summary of findings is included in this report. We have also scoped a number of other reviews and terms of reference have been agreed and in some cases work has commenced.

An outturn statement detailing assignments undertaken and actual activity for the current year is shown in Appendix One. We have completed, at the time this report was produced, **59 days out of a total planned 299 days (30%)**. The majority of our work is planned for quarters 3 and 4 and we are confident that we will complete all planned reviews within the financial year.

# Reporting Activity and Progress

## *Final reports issued since the previous meeting*

- **Council Tax** – We have classified our findings in this area as **Low Risk**, this is comparable with performance in the previous year. Within this report we noted one low risk issue in relation to suspense accounts which had not been reviewed or cleared on a timely basis.
- **NNDR – Medium Risk**. This is again comparable with previous years. Three medium risk issues were identified in relation to the Academy system (user access, disaster recovery and standing data changes), performance and review of reconciliations and the supply of management information in relation to the Consortium contract.
- **Housing Benefits** – We have classified our findings in this area as **Low Risk**, which is comparable to performance in the previous year. Within this report we noted four low risk issues in relation to processing of change of circumstances, rent officer determinations and backdates and approval of new user access.
- **Museum Security** – Our findings from this review will be reported to the next Audit Committee meeting.

# Appendix A – Plan Outturn Statement

Ref	Auditable Unit	2012/13				Planned audit days	Actual audit days	Progress
		Q1	Q2	Q3	Q4			
<b>A Cross-cutting</b>								
A.1	Risk Management and Business Continuity	X	X		5	1	Planning	
A.2	Council Tax	X			6	6	Final report	
A.3	NNDR	X			10	10	Final report	
A.4	Core Financial Systems Review		X		40	3	Planning	
A.5	Budgetary Control			X	8			
A.6	Creditors (IBS)			X	8	1	Planning	
A.7	Fixed Assets			X	6			
A.8	Housing Benefits		X		8	8	Final report	
A.9	Housing rents		X		6			
A.10	Debt Recovery			X	10			
<b>Total</b>					<b>107</b>	<b>29</b>		
<b>B Departmental</b>								
B.1	Human Resources		X		8	1	Initial discussions	
B.2	Customer Services and ICT			X	15			
B.3	Landlord Services			X	15			
B.4	Strategic Housing			X	8			
B.5	Communications Team		X		8	1	Review delayed	
B.6	Policy and Community engagement	X			5	1	Initial discussions	
B.7	Asset Management		X		8	2	Planning	
B.8	Environmental Services		X		8	1	Possible defer	
B.9	Cultural Services		X		5			
B.9	Cultural Services	X			5			
B.10	Corporate Performance and Change		X		8	8	Final report	
B.11	Democratic and Chief Executive Services	X			8	2	Planning	
B.12	Borough Solicitor Function		X		5			

Northampton Borough Council Internal Audit Progress report

Ref	Auditable Unit	2012/13				Planned audit days	Actual audit days	Progress
		Q1	Q2	Q3	Q4			
<b>Total</b>					<b>119</b>	<b>16</b>		
VE	Value Enhancement							
VE.1	Governance and controls workshop	X			2			
VE.2	Audit Committee Effectiveness Training	X			2			
VE.3	Anti-fraud awareness training		X		4			
VE.4	Data Matching/CAATS			X	20	1	Initial discussions	
VE.5	Support on HR project	X	X	X	12			
VE.6	Conflicts of Interest		X		5			
<b>Total</b>					<b>45</b>	<b>1</b>		
PM	Project Management/Other							
PM.2	TeamCentral	X	X	X	10	4		
PM.3	Audit Management	X	X	X	18	9		
<b>Total</b>					<b>28</b>	<b>13</b>		
<b>TOTAL DAYS</b>					<b>299</b>	<b>59</b>		

## Appendix B – TeamCentral Report

### Summary of outstanding recommendations 2011/12 (28 September 2012)

Review title and number of recommendations in the final report	Responsible Head of Service	Total Outstanding	Outstanding and Overdue	Outstanding but not yet due	Total Implemented
11_12 NBC 02 - Voids (7)	Mary Wood	1	0	1	6
11_12 NBC 07 – Leisure Trust Contract Review (1)	Julie Seddon	1	1	0	5
11_12 NBC 08 – Core Financial Systems (12)	Catherine Wilson	1	1	0	11
11_12 NBC 10 – Performance Indicators (12)	Lesley Wearing	3	1	2	8
11_12 NBC AFHC – Anti Fraud Health Check (12)	Robin Bates	1	1	0	11
11_12 NBC 14 – Local Induction Training (3)	Catherine Wilson	3	0	3	0
11_12 NBC 15 - Debt Recovery (3)	Mary Wood	1	1	0	2
11_12 NBC 17 – Fixed Assets (2)	Robin Bates	2	0	2	0

*In the event that, pursuant to a request which Northampton Borough Council has received under the Freedom of Information Act 2000, it is required to disclose any information contained in this report, it will notify PricewaterhouseCoopers (PwC) promptly and consult with PwC prior to disclosing such report. Northampton Borough Council agrees to pay due regard to any representations which PwC may make in connection with such disclosure and Northampton Borough Council shall apply any relevant exemptions which may exist under the Act to such report. If, following consultation with PwC, Northampton Borough Council discloses this report or any part thereof, it shall ensure that any disclaimer which PwC has included or may subsequently wish to include in the information is reproduced in full in any copies disclosed.*

*©2012 PricewaterhouseCoopers LLP. All rights reserved. PricewaterhouseCoopers refers to the United Kingdom firm of PricewaterhouseCoopers LLP (a limited liability partnership) and other member firms of PricewaterhouseCoopers International Limited, each of which is a separate and independent legal entity*