

30 November 2022

Agenda Item: 7

REPORT OF SERVICE DIRECTOR FOR FINANCE, INFRASTRUCTURE & IMPROVEMENT

INTERNAL AUDIT PROGRESS TERM 1 2022-23 AND TERM 3 PLAN 2022-23

Purpose of the Report

1. To inform Members of the work carried out by Internal Audit in Term 1 of 2022/23.
2. To consult with Members on the Internal Audit Plan for Term 3 of 2022/23.

Information

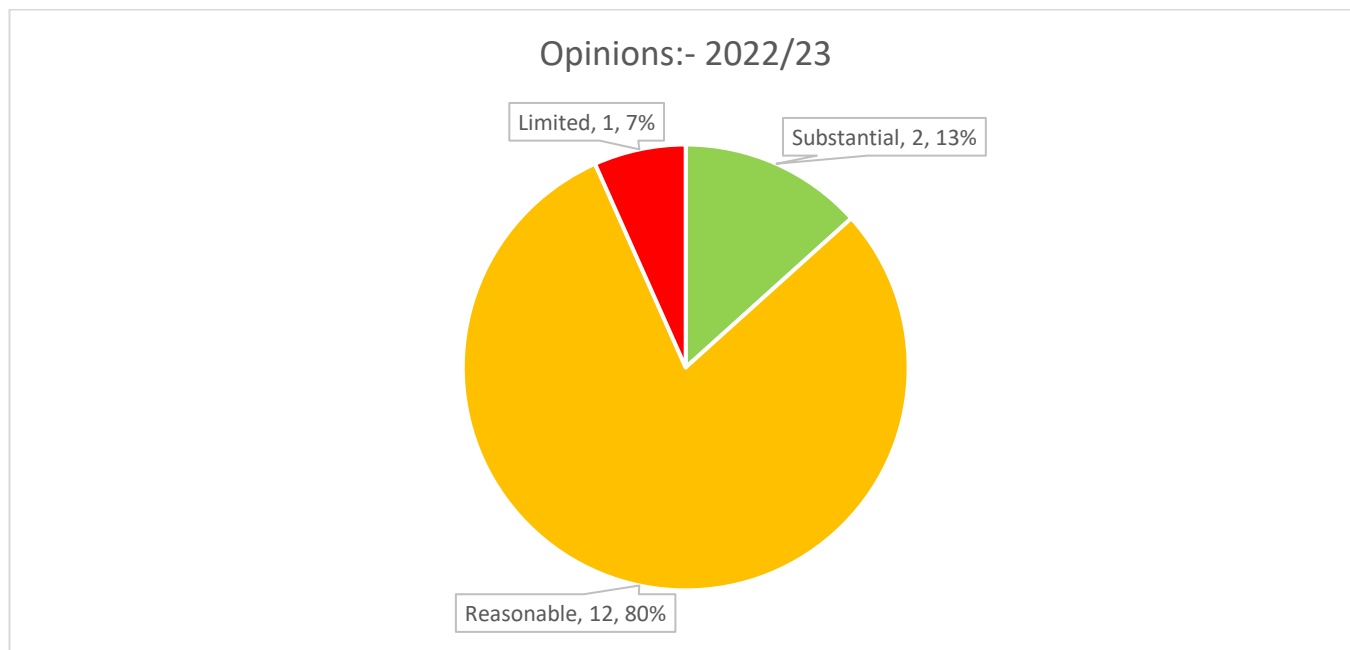
Internal Audit's work in Term 1 2022/23 – April 2022 to July 2022

3. Internal Audit continued to deliver its service through a flexible and agile approach, maintaining efforts to ensure the Team's coverage was complementary to the ongoing, cross-Council pandemic response. A range of work was completed across the Council, covering the following key types of Internal Audit input:
 - Assurance audits - for which an audit opinion is issued
 - Advice and consultancy – often relating to key developments, initiatives and changes to the internal control framework
 - Counter-fraud – primarily focussed on pro-active work to raise awareness of emerging fraud issues.

Audit assurance

4. The opinion-based assurance work is a key contributor to the Head of Internal Audit's year-end opinion on the adequacy of the Council's arrangements for governance, risk management and control. **Chart 1** shows the cumulative distribution of opinions issued in 2022/23, to the end of Term 1.

Chart 1- Opinions to Term 1 2022/23



5. In terms of the work completed on the County Council’s services and systems, **Chart 2** analyses the opinions issued in Term 1 2022/23 by service area and level of assurance.

Chart 2- Opinions for Term 1 2022/23

	LIMITED ASSURANCE	REASONABLE ASSURANCE	SUBSTANTIAL ASSURANCE
COUNCIL-WIDE		Action Tracking Assurance Mapping Head of Internal Audit Annual Report	
CHILDRENS PLACE ADULTS		Climate Change	Clayfields
CHIEF EXEC'S		Grow your Own	Pensions Administration
School Audits	1 Visit *	7 Visits	0 Visits

*The main reason for the Limited Assurance on school audits is the breakdown of the internal controls in relation to separation of duties and authorisation. This is due to the small number of staff involved, often only one office manager, who is able to generate and process transactions in relation to payroll, payments and expenses etc. Guidance and training is available to staff undertaking such functions from the Schools Finance Team.

6. The significant pieces of assurance work during Term 1 were the following:

- Continuous Assurance – to provide a monthly report to the Council’s statutory officers on the application of internal control in key Council processes.

- Action Tracking – to provide assurance over the implementation of recommendations and the actions taken by management.
- Assurance Mapping – to provide assurance over arrangement across the Council to inform the Head of Internal Audit Annual Report.

7. **Chart 1** includes schools audits undertaken by the Children’s & Families’ Finance Team.

Advisory input

8. Internal Audit continued to provide advisory input to developments across the Council. The following summarises the key areas of activity:
- Home for Ukraine – advice on internal controls to ensure the effective delivery of assistance and use of grant funding.
 - Household Support Grant – advice on internal controls and monitoring arrangements to disseminate the grant.
 - Donations to Youth Clubs - advice on options for collection and recording of donations received.
9. Internal Audit’s advisory input ensures that timely advice is delivered and can influence subsequent actions. The engagements in advisory work help to maintain the influence the Section has to retain a proper focus on control issues and provides intelligence for subsequent planned assurance activity.

Counter-Fraud

10. Internal Audit pursued its pro-active programme, disseminating fraud awareness materials to alert departments and staff of fraud risks and scams that emerged during Term 1. The following summarises the key areas of activity:
- Annual Fraud Report – capture and reporting of counter fraud activity across the Council to drive the counter fraud agenda.
 - National Fraud Initiative (NFI) – coordination and review of matches with departments.
 - National and Local Fraud Alerts – screening and distributing to relevant sections alerts publicised by national fraud agencies.
11. In addition, Internal Audit advised in fraud investigation activities involving live cases outlined in the Annual Fraud Report.

Certification

12. Internal Audit also provides a certification function for a variety of grants received and distributed by the Council. During Term 1 the following grant claims were certified:
- Home to School Grant
 - Travel Demand Grant
 - Trading Standards Grants &
 - COVID Management Grant

Internal Audit Performance

13. **Appendix 1** provides an update on the Section’s performance in Term 1 against its key indicators. It includes the following charts to depict progress against the Term 1 Plan, expressed in terms of the following:
- Inputs – the number of audit days delivered against the Term 1 plan. Each segment in the chart represents ¼ of the Termly Plan.

- Outputs – the number of jobs completed against the plan. Each segment in the chart represents ¼ of the Termly Plan.
- Productivity indicator – the target score is 1.

14. A good level of performance has been achieved and members' attention is drawn particularly to the following:

- Staffing resources – the team resources were hit hard by the impact of staff moving to interim roles to provide interim cover and will continue to impact in Term 3. The two Internal Audit Apprentices have enrolled on their next level of professional training with the Institute of Internal Auditor. The time contingency required for the apprentices' training and development continues to be a limiting factor in the extent of audit coverage that may be planned for but increases in productivity are being seen. Staffing productive days continue to be lower following the retirement of the Audit Supervisor and current staff providing interim cover on a temporary basis until permanent recruitments have been completed. The Term 3 plan has been flexed to accommodate these changes.
- Assurance and Advisory activities – the completion of internal audit activity reflects the impact of staffing changes and is reflected in the agile approach adopted. Term 1 again demonstrates that the Team have continued to flex plans and provide advisory activities to support the immediate risks facing the Council. This has an impact on delivery of the planned assurance reviews, but these are kept under review for ongoing priority in subsequent plans, as identified in the Term 3 plan for 2022-23.
- Implementation rates for actions arising from audits has improved, and on average has now achieved the target of 75%, most notably with the Priority 1 actions from 2021/22 having the highest ever implementation rate of 87%. This is highlighted in the report to Committee in November 2022. The next update on this is scheduled for June 2023.

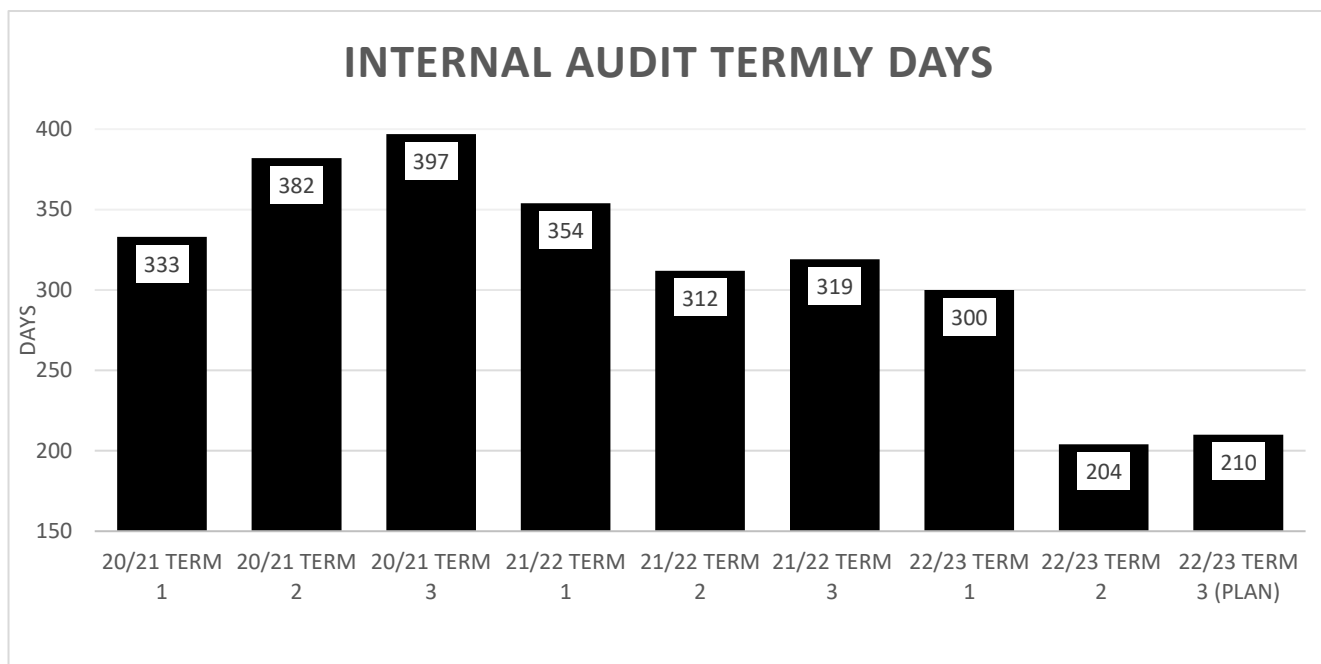
Proposed Internal Audit Plan for Term 3 2022-2023

15. Internal Audit termly plans continue to be determined on a risk basis, as required by the Public Sector Internal Audit Standards, and using the methodology previously reported to Members.
16. Termly planning continues to be developed in an agile way allowing the precise scope and objectives for each audit assignment to be agreed at the time the audit is to commence. Detailed discussions prior to an audit commencing should identify other sources of assurance already available for the area in question, thereby clarifying the risks on which Internal Audit's focus should most impactfully be applied. At this planning stage, therefore, proposed topics for audit are expressed in terms of the broad rationale for their inclusion.
17. The Term 3 plan represents the Section's assessment of the key areas that need to be audited in order to satisfy the Authority's statutory responsibility to undertake an adequate and effective internal audit of its system of internal control. The Section's aim is to complete enough work to express an overall, annual opinion on the adequacy and effectiveness of the Authority's internal control arrangements.

18. **Appendix 2** sets out details of the draft coverage by Internal Audit for Term 3, and it is summarised in the following table.

Assurance from Audit Coverage	Days	Outputs
Second Line Assurance work	60	3
Opinion Assurance	90	5
Advice / Consultancy Assurance	46	1
Counter Fraud Assurance	14	4
Certification Assurance	0	0
Total	210	13
External Clients (Notts Fire & Rescue Service)	45	
Grand Total	255	

19. The chart below shows the trend in the number of actual days delivered in recent terms, excluding the external clients.



20. The next Internal Audit update to Committee will cover details of the outcome of Internal Audit’s work in Term 2 (August 2022 – November 2022).

Other Options Considered

21. The Internal Audit Team is working to the Public Sector Internal Audit Standards during 2022/23. This report meets the requirement of the Standards to produce a risk-based plan and to report the outcomes of Internal Audit’s work. No other option was considered.

Reason/s for Recommendation/s

22. To set out the report of the Interim Chief Internal Auditor to propose the planned coverage of Internal Audit's work in Term 3 of 2022/23, providing Members with the opportunity to make suggestions for its content.

Statutory and Policy Implications

23. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required. Individual audits completed and in the proposed Termly Plan may potentially have a positive impact on many of the above considerations.

Financial Implications

24. The Local Government Act 1972 requires, in Section 151 that the Authority appoint an officer who is responsible for the proper administration of the Council's financial affairs. The Service Director for Finance, Infrastructure & Improvement is the designated Section 151 officer within Nottinghamshire County Council. Section 6 of the Accounts and Audit Regulations 2011 requires Local Authorities to undertake an adequate and effective internal audit of its accounting records and of its system of internal control. The County Council has delegated the responsibility to maintain an internal audit function for the Authority to the Service Director for Finance, Infrastructure & Improvement and Section 151 Officer.

RECOMMENDATION

1) That the Committee notes the outcome of the Internal Audit work carried out in Term 1 and the planned coverage of Internal Audit's work in Term 3 of 2022/23 be progressed to help deliver assurance to the Committee in priority areas.

Nigel Stevenson

Service Director for Finance, Infrastructure & Improvement and Section 151 Officer

For any enquiries about this report please contact:

Simon Lacey

Interim Chief Internal Auditor

Constitutional Comments (GR – 11/11/2022)

25. Pursuant to the Nottinghamshire County Council Constitution, this Committee has the delegated authority to receive and consider the recommendations contained within this report.

Financial Comments (SES - 01/11/2022)

26. There are no specific financial implications arising directly from this report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

Electoral Division(s) and Member(s) Affected

- All