

TO: TO: GOVERNANCE AND AUDIT COMMITTEE
25th JANUARY 2017

INTERNAL AUDIT ASSURANCE REPORT
April –December 2016

(Head of Audit and Risk Management)

1 PURPOSE OF REPORT

- 1.1 This report provides a summary of Internal Audit activity during the period April to December 2016. It covers work carried out by both internal audit contractors and the in-house team. Any significant developments since the time of writing will be reported verbally to the Committee and included in future assurance reports

2 RECOMMENDATION

- 2.1 **The Governance and Audit Committee are asked to note the attached report.**

3 REASONS FOR RECOMMENDATION(S)

- 3.1 To ensure that the Governance and Audit Committee are aware of the internal audit work performed and conclusions reached.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 No alternative options available.

5 SUPPORTING INFORMATION

- 5.1 Under the Council's Constitution and Scheme of Delegation the Borough Treasurer is responsible for the administration of the financial affairs of the Council under Section 151 of the Local Government Act 1972. Professional guidance issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) requires the provision of an effective Internal Audit function to partly fulfil his responsibilities under Section 151.
- 5.2 The provision of Internal Audit services is largely outsourced to Mazars Public Sector Internal Audit. Mazars are responsible for delivering approximately two thirds of the audits set out in the Annual Internal Audit Plan approved by the Governance and Audit Committee in March 2016. IT audits are undertaken by TIAA Limited. The remaining audits are delivered by Wokingham and Reading Council's internal audit teams under an agreement under Section 113 of the Local Government Act 1972 which provides for the sharing of staff resources or are undertaken in house. The attached report summarises delivery to date on the audits approved under the Plan and other assurance activities carried out in-house within Audit and Risk Management.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

6.1 Nothing to add.

Borough Treasurer

6.2 There are no direct financial implications arising from the report. The work of Internal Audit is key to fulfilment of the section 151 responsibilities by identifying weaknesses in internal control arrangements that can then be rectified

Equalities Impact Assessment

6.3 Not applicable.

Strategic Risk Management Issues

6.4 Internal Audit provides assurance on the Council's control environment based on the work undertaken and areas audited. Internal control is based upon an ongoing process designed to identify and prioritise risks and to evaluate the likelihood of those risks being realised and the impact should they arise. The system of internal control is designed to manage risk to a reasonable level rather than to eliminate risk of failure altogether. No system of control can provide absolute assurance against material misstatement or loss, nor can Internal Audit give that assurance

Other Officers

6.5 Not applicable.

7 CONSULTATION

7.1 Not applicable.

Background Papers

Annual Internal Plan 2016/17
Strategic Risk Register

Contact for further information

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HEAD OF AUDIT AND RISK MANAGEMENT REPORT

APRIL – DECEMBER 2016

1. BACKGROUND

- 1.1 The Council is required under the Accounts and Audit (Amendment) (England) Regulations to “maintain an adequate and effective system of internal audit of its accounting records and of its systems of internal control in accordance with the proper practices in relation to internal control.” This report summarises the activities of Internal Audit for the period April to December 2016 drawing together progress on the Annual Internal Audit Plan, risk management and other activities carried out by Internal Audit.

2. INTERNAL AUDIT

- 2.1 The basic approach adopted by Internal Audit falls broadly into four types of audit:
- System reviews provide assurance that the system of control in all activities undertaken by the Council is appropriate and adequately protects the Council’s interests.
 - Regularity (financial) checking helps ensure that the accounts maintained by the Council accurately reflect the business transacted during the year. It also contributes directly towards the external auditor’s audit of the annual accounts.
 - Computer/IT audits, carried out by specialist audit staff, provide assurance that an adequate level of control exists over the provision and use of computing facilities
 - Certification as required by relevant Government departments that grant monies have been spent in accordance with grant terms and conditions.
- 2.2 Recommendations are made after individual audits, leading to an overall assurance opinion for the system or establishment under review and building into an overall annual assurance opinion on the Council’s operations. The different categories of recommendation and assurance opinion are set out in the following tables.

Recommendation Classifications

| PRIORITY | DESCRIPTION |
|----------|--|
| 1 | Essential – recommendation addresses a fundamental control weakness in the design of controls or consistent non-compliance with controls that puts the achievement of systems objectives at risk that must be brought to the specific attention of senior management and resolved. |
| 2 | Important – recommendation addresses weakness in the design of controls or inconsistency in compliance with controls putting the achievement of systems objectives at risk that should be resolved by management in their area(s) of responsibility. |
| 3 | Best practice – Recommended best practice to improve overall control |

Assurance Opinion Classifications

| ASSURANCE LEVEL | DEFINITION |
|-----------------|--|
| Significant | There is a sound system of internal controls to meet the system objectives and testing performed indicates that controls are being consistently applied |
| Satisfactory | There is basically a sound system of internal controls although there are some minor weaknesses in controls and/or there is evidence that the level of non-compliance may put some minor systems objectives at risk. |
| Limited | There are some weaknesses in the adequacy of the internal control system which put the systems objectives at risk and/or the level of compliance or non-compliance puts some of the systems objectives at risk. |
| No Assurance | Control is weak leaving the system open to significant error or abuse and/or there is significant non-compliance with basic controls. |

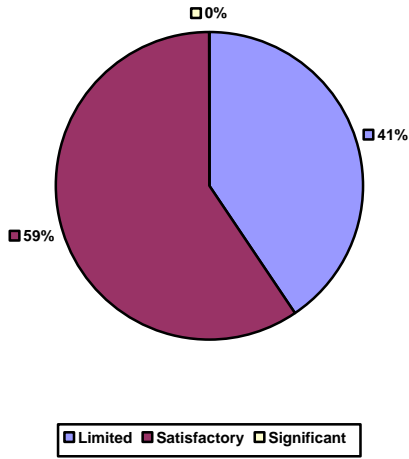
- 2.3 Internal Audit provides the relevant Director and the Borough Treasurer with copies of the draft report where a limited (or no) assurance opinion is given. This ensures that the senior management and the Section 151 Officer are informed at the earliest opportunity of any potential significant weaknesses or problem areas. Where satisfactory or significant assurance opinions are given, Directors receive copies of the final agreed report.

3. SUMMARY OF INTERNAL AUDIT RESULTS TO DATE

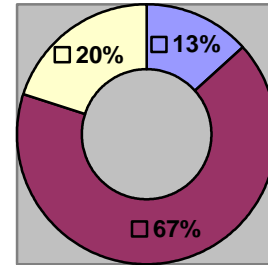
- 3.1 The Annual Internal Audit Plan for 2016/17 was considered and approved by the Governance and Audit Committee on 30th March 2016. The delivery of the individual audits is largely undertaken by our contractors Mazars Public Sector Internal Audit. In addition, IT audit is undertaken by TIAA Ltd and , 17 reviews will be audited under the Section 113 arrangement with Wokingham and Reading Borough Councils' Internal Audit Teams and 6 reviews and grants are scheduled to be audited in house.
- 3.2 During the period April to December 2016, 3 grants were certified, 8 memos and reports without an opinion were finalised 30 reports were finalised, 7 had been issued in draft awaiting management responses and in 12 cases audit work was in progress. A summary of performance to date is set out below. Details on the status and outcome of all audits are attached at Appendix A.

SUMMARY OF OUTCOMES APRIL – DECEMBER 2016

ASSURANCE OPINIONS



ANALYSIS OF RECOMMENDATIONS



■ Priority 1 ■ Priority 2 □ Priority 3

■ Limited ■ Satisfactory □ Significant

| ASSURANCE | FINAL AND DRAFT APRIL- DECEMBER 2016 | FINAL AND DRAFT 2015/16 |
|--|--|----------------------------|
| Significant | - | 3 |
| Satisfactory | 22 | 52 |
| Limited | 15 | 15 |
| Total for Audits Including an Opinion | 37 | 70 |
| Grant Claim Certifications | 3 | 12 |
| Memos/Reports | 8 | 10 |
| Total | 48 | 92 |

| | Client Questionnaires | | Draft Report /Memo Produced within 15 Days of Exit meeting |
|-------------------------------|-----------------------|--------------|--|
| | Received | Satisfactory | |
| April to December 2016 | 12 | 12 | 78% |
| 2015/16 | 31 | 31 | 80% |

3.3 As noted above and at Appendix A, delivery against the planned programme is on track with the bulk of quarter 1- 3 audits finalised, issued in draft, or already in progress. The majority of assurance opinions given were satisfactory.

Significant Control Issues

- 3.4 Audits which have generated a limited assurance opinion will generally be revisited in 2017/18, to ensure successful implementation of agreed recommendations. The key weaknesses identified during audits with a limited assurance opinion to date are as follows:

| DIRECTORATE | AUDITS WITH LIMITED ASSURANCE CONCLUSION |
|-------------------------------------|---|
| COUNCIL WIDE AUDITS | <p><u>OFFICERS EXPENSES</u> The audit identified an unexplained weakness in the IT system which allowed one officer to authorise her own expenses. Audit was advised that this will be tested on implementation of Agresso version MS5.</p> |
| | <p><u>BUDGET SAVINGS</u> Limited due to targets were not being met in respect of one key area.</p> |
| CHILDREN, YOUNG PEOPLE AND LEARNING | <p><u>SCHOOLS</u> Limited assurance opinions were given on five school audits during April to December 2016. Senior officers from the Education Authority are providing support to the Schools to enable them to address weaknesses in their control environments and the schools will be re-audited during 2017/18 if these schools have not become academies. It should be noted that none of the issues raised in the school audits are sufficiently serious for the Council to consider serving a formal notice of concern to the governors. The key areas of concern at each school was as follows:</p> <p><u>Ascot Heath Infant School</u> Weak control over the incurring, receipting and authorisation of expenditure.</p> <p><u>Uplands Primary School</u> Weak control over the incurring, receipting and authorisation of expenditure.</p> <p><u>Winkfield St Marys School</u> Weak control over expenses and over the incurring, receipting and authorisation of expenditure.</p> <p><u>Easthampstead Park Secondary</u> Weak control over authorisation of expenditure, ring fenced monies for bursaries being inappropriately transferred into the main school budget and weaknesses in the financial procedures in respect of authorisation limits and authorisation of expenditure.</p> <p><u>Great Hollands Primary</u> Bank account not being reconciled to the latest bank statements.</p> |
| | <p><u>PROCUREMENT IN SCHOOLS</u> The schools audited demonstrated a high level of non compliance with Contract Standing Orders and the Procurement Manual,</p> |

| | |
|---|--|
| | <p>standard terms and conditions not being applied, weaknesses in the management of consultants working on procurements for schools, a need to clarify requirements in respect of recruitment and agency procurement and a need to clarify which mandatory parts of the Procurement Manual apply to schools. The Head of Procurement will be attending the Chair of Governors meeting in January in order to raise awareness of procurement requirements with Governing Bodies.</p> |
| <p>CORPORATE SERVICES</p> | <p><u>HOME TO SCHOOL TRANSPORT</u> Weaknesses were identified in controls over Disclosure and Barring Service (DBS) checks on drivers and escorts. Audit has been advised that action will be taken to tighten procedures and facilitate improved communication on information returned on DBS checks.</p> |
| | <p><u>CONSTRUCTION AND MAINTENANCE</u> This was re-audited in quarter 1 following the limited assurance opinion in 2015/16. A limited assurance opinion was given again in 2016/17 due to errors in billing by the reactive maintenance contractor which had not been detected by officers and lack of supporting documentation and errors in billing by other contractors. A further audit of this area will now be carried out in the last quarter of 2016/17.</p> |
| | <p><u>CRM SYSTEM</u> Weaknesses in control over super user and supplier user access rights and also individuals who had left the Council who still had access to the system. Supplier and super user access rights are being addressed with the supplier and in future the list of users and administrators will be reviewed every 6 months by the CRM Development Manager.</p> |
| | <p><u>DISASTER RECOVERY</u> The disaster recovery documentation is out of date and no longer relevant. Audit has been advised that ICT will be reviewing and updating all documentation.</p> |
| | <p><u>BACK UPS</u> The current list of servers is out of date and cannot be attributed to current back up jobs. Audit has been advised that action is already underway to address these weaknesses.</p> |
| <p>ENVIRONMENT CULTURE AND COMMUNITIES/ CORPORATE SERVICES</p> | <p><u>HIGHWAYS NETWORK ASSETS</u> This audit was carried out to check the preparedness for changes to the CIPFA Code of Practice on Local Authority Accounting requiring the Council to measure highways infrastructure at Depreciated Replacement Cost (DRC) compared to the current requirement for measuring these assets at depreciated historic cost. The base data for the accounts will be provided by officers in Environment, Culture and Communities (ECC). The audit identified a need to improve understanding of the requirements amongst ECC staff and develop procedures for accurately recording expenditure in line with the new accounting requirements. A joint</p> |

| | |
|---|---|
| | workshop has already been held by Corporate Finance and ECC officers to clarify requirements. |
| ADULT SOCIAL CARE , HEALTH AND HOUSING | <u>MENTAL HEALTH</u> Weaknesses in completion of initial six weekly reviews of care packages and also in the completion of annual reviews. Audit was advised that the Reviewing Team would be taking steps to ensure the reviews are up to date. |

Update of 2015/16 Limited Assurance Opinions

- 3.5 An update on the limited assurance opinions given in 2015/16 is shown at Appendix B. This shows that as at December 2016, follow up audits had been finalised in 6 cases and in 5 out of 6 cases this had resulted in a satisfactory opinion. In one case a limited opinion was given again and this is detailed in section 3.4.

Quality Assurance and Improvement Programme

- 3.6 As shown above in section 3.2, 100% of the client questionnaires indicated the auditees were satisfied with the service. All grants were certified in accordance with Government departments' deadlines. In 78% of cases internal audit providers delivered the first draft report within 15 days of the exit meeting.

4. RISK MANAGEMENT

- 4.1 Between April and December 2016, the Strategic Risk Register was reviewed three times by the Strategic Risk Management Group (SRMG), twice by the Corporate Management Team (CMT) and by the Governance and Audit Committee in June 2016. A review of progress on actions to address strategic risks was carried out in Quarter 3. Directorate risk registers continue to be monitored regularly at Departmental Management Teams.

5. COUNTER FRAUD ACTIVITIES

Fraud Awareness Training

- 5.1 During 2016/17 we have commenced a programme of counter fraud training. The first fraud awareness sessions were delivered by a specialist fraud investigator to teams in Adult Social Care, Health and Housing during quarter 2: The sessions were tailored to the specific fraud risk areas for individual teams. The next round of training will be delivered to senior managers in Environment, Culture and communities in February 2017.

National Fraud Initiative (NFI)

- 5.2 The NFI is a biennial data matching exercise first introduced in 1996 and conducted by the Audit Commission to assist in the prevention and detection of fraud and error in public bodies. Bracknell Forest Council is obliged to

participate in this. The core mandatory data for submission for the 2016 round was:

- payroll
- pensions
- trade creditors
- housing benefits
- Council Tax
- electoral register
- private supported care home residents
- transport passes and permits (including residents' parking, blue badges and concessionary travel)
- insurance claimants
- licences – market trader/operator, taxi driver and personal licences to supply alcohol
- personal budget (direct payments)
- housing waiting list

Data was submitted to the Audit Commission during 2016. Matches will be received back in 2017 for investigation.

Benefits Investigations

- 5.3 On 1st December 2014, the Council's Benefit Fraud Investigation Officers transferred to the Single Fraud Investigation Service (SFIS) within the Department for Work and Pensions (DWP) as part of the national government programme of centralising the investigation of welfare benefit fraud. Under the new arrangements, the Welfare Service now passes cases of overpayments in excess of £2k to SFIS for investigation where fraud is suspected. During the period April 2016 to November 2016 the Service passed 28 cases across to SFIS. During the last financial year 76 cases were referred of which outcomes are coming through this financial year. We have so far been notified of 3 prosecutions and 2 administrative penalties.
- 5.4 From 1st April 2014, if a claimant is notified that they have been overpaid Housing Benefit by £250 or more, which must have occurred wholly after 1st October 2012, Bracknell Forest Borough Council has been able to impose a set Civil Penalty of £50. The £50 Civil Penalty applies if benefit is overpaid because the claimant negligently gave incorrect information and didn't take reasonable steps to correct their mistake or failed to tell the Council about a change or failed to give them information without a reasonable excuse. Between April 2016 and November 2016 the service applied 265 Civil Penalties. From April 2016 Bracknell Forest Council can now apply penalties in respect of Council Tax. Between April 2016 and November 2016 the service applied 84 Council Tax Penalties.
- 5.5 DWP carries out an exercise matching HM Revenue and Customs Real Time Information (RTI) against data held on six social security benefits; (Income Support, Jobseekers Allowance, Housing Benefit, Employment and Support Allowance, Pension Credit and Carers Allowance) to identify cases where claimants have either failed to declare or have under declared earnings and Non State Pension. The project commenced in October 2014 and has resulted in referrals being issued to local authorities where DWP has information that earnings or Non State Pension have not been correctly declared for the purposes of Housing Benefit. From April 2016 to November 2016 Bracknell Forest Council received 771 referrals of which approximately

47.6% of referrals have resulted in either a reduction or increase to Housing Benefit and approximately 37.2% in a reduction or increase to Council Tax Reduction. The Service also made the decision to opt in to optional RTI referrals for local authorities on a monthly basis starting June 2016. These are delivered with the existing RTI.

- 5.6 The Fraud and Error Reduction Incentive Scheme (FERIS) was launched on 24 November 2014. Local authorities could opt into the scheme and bid for funding. FERIS is an incentive scheme that offers a financial reward to local authorities that find reductions to Housing Benefit entitlement as a result of claimant error or fraud. It is for each local authority to decide how best they can identify additional changes to entitlements resulting from fraud and error. From April 2016 to November 2016 the Council has carried out targeted campaigns to 400 households in which approximately 81.3% has resulted in either a reduction or increase to Housing Benefit and approximately 79.3% has resulted in either a reduction or increase to Council Tax Reduction.

Single Person Discount

- 5.7 In order to identify potential mis-claiming of Council Tax Single Person Discount (SPD), the Revenues team procured external consultants to carry out a data matching exercise. The exercise matched credit records to households claiming SPD to highlight cases where there appeared to be more than one occupant at the property. In such cases, letters were sent to the recipient of the SPD to query if they were the sole occupier. The exercise has resulted in SPD being removed from 438 households who were not entitled to the discount which resulted in a reduction of £153k in SPD awards.

Other Potential Irregularities

- 5.8 In September 2015, Adult Social Care informed the Police about potential abuse of a client's monies by a relative. This had initially been highlighted due to the follow up of debts for contributions to care costs. Adult Social Care provided a detailed package of evidence for the Police enabling them to arrest the relative. At the subsequent court case in July 2016 a Compensation Order was awarded to Bracknell Forest Council for £15,715.50.
- 5.9 In June 2016 Audit were advised by Adult Social Care of whistleblowing by an ex employee of a care provider who alleged that call records were being falsified to overstate hours being delivered by the provider. This was investigated by a Counter Fraud Investigator who concluded that on the balance of probabilities it would appear that records had been manipulated. The over charge was estimated at approximately £16k for the 6 month period investigated. The supplier has ceased to provide care to Bracknell Forest and steps are now being taken to offset some of the monies owed to the Council against final balances due to the supplier.

2015/16 AUDITS

* Draft report produced within 15 working days of exit meeting to discuss audit findings

| Audit | Start Date | Date Draft Report | Key Indicator Met * | Assurance Level | | | | Recommendations Priority | | | Status |
|---|------------|-------------------|---------------------|-----------------|--------------|---------|------|--------------------------|---|---|--------|
| | | | | Significant | Satisfactory | Limited | None | 1 | 2 | 3 | |
| CORPORATE SERVICES Home to School Transport | 1/2/16 | 26/4/16 | No | | | X | | 1 | 2 | 1 | Final |
| ASCHH Mental Health | 14/3/16 | 20/5/16 | No | | | X | | 2 | 6 | | Final |
| Housing Rents and Deposits | 1/3/16 | 22/7/16 | No | | X | | | | 2 | 3 | Final |

2016/17 AUDITS

COUNCIL WIDE AUDITS

| Audit | Start Date | Date of Draft Report | Key Indicator Met | Assurance Level | | | | Recommendations Priority | | | Status |
|--|------------|----------------------|-------------------|-------------------------|--------------|---------|------|--------------------------|---|---|--------|
| | | | | Significant | Satisfactory | Limited | None | 1 | 2 | 3 | |
| GRANTS Troubled Families (September) | 15/8/16 | 7/7/2016 | N/A | N/A grant certification | | | | | | | Final |

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| Audit | Start Date | Date of Draft Report | Key Indicator Met | Assurance Level | | | | Recommendations Priority | | | Status |
|--------------------------------------|------------|----------------------|-------------------|-----------------|--------------|---------|------|--------------------------|---|---|----------------------|
| | | | | Significant | Satisfactory | Limited | None | 1 | 2 | 3 | |
| checks | | | | | | | | | | | |
| Construction and Maintenance | 23/5/16 | 4/8/16 | Yes | | | X | | 2 | 9 | 1 | Final |
| Cash Management | 10/10/16 | | | | | | | | | | In progress |
| Council Tax | 24/10/16 | | | | | | | | | | In progress |
| Business Rates | 24/10/16 | | | | | | | | | | In progress |
| IT AUDIT Disaster recovery | 8/8/16 | 16/11/16 | No | | | X | | 1 | 2 | 2 | Final |
| Back ups | 1/8/16 | 17/10/16 | No | | | X | | 1 | 1 | 2 | Final |
| CRM - | 5/8/16 | 4/11/16 | No | | | X | | 3 | 8 | 2 | Final |
| AGRESSO upgrade | | | | | | | | | | | Deferred to 2017/18t |
| ECC Finance operations | | | | | | | | | | | Audit cancelled |
| Coral Reef Project | | | | | | | | | | | Qtr 4 audit |
| Downshire Golf | | | | | | | | | | | Qtr 4 audit |
| Easthampstead Park Conference Centre | 4/10/16 | | | | | | | | | | In progress |
| South Hill Park | | | | | | | | | | | Deferred to 2017/18 |
| Parks and Countryside | 3/10/16 | 24/11/16 | Yes | | X | | | | 7 | 2 | Final |
| Tree Services | | | | | | | | | | | Qtr 4 audit |
| Highways Adoptions | 7/9/16 | 24/11/16 | Yes | | X | | | | 9 | 2 | Final |
| New Chapel project | | | | | | | | | | | Deferred to 2017/18t |

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| Audit | Start Date | Date of Draft Report | Key Indicator Met | Assurance Level | | | | Recommendations Priority | | | Status |
|--|------------|----------------------|-------------------|-----------------------------|--------------|---------|------|--------------------------|---|---|----------------|
| | | | | Significant | Satisfactory | Limited | None | 1 | 2 | 3 | |
| LED works | 20/6/16 | | | | | | | | | | In progress |
| Highways Network Assets | 25/7/16 | 1/9/16 | Yes | | | X | | 2 | 3 | 2 | Final |
| Waste Collection | 5/8/16 | 20/9/16 | Yes | | X | | | | 2 | 4 | Final |
| IT AUDITS CONFIRM | | | | | | | | | | | Qtr 4 audit |
| COUNTER FRAUD Leisure Cash Spot Checks | | | | | | | | | | | Qtr 4 audit |
| CYPL Binfield Learning Village | | | | | | | | | | | Qtr 4 audit |
| Pupil Places | 26/9/16 | | | | | | | | | | In progress |
| Early years | 12/9/16 | | Yes | | X | | | | 3 | | Final |
| Info Security in Schools – Follow Up | | | | | | | | | | | Qtr 4 training |
| Procurement in Schools- overall report | 19/4/16 | 22/7/16 | Yes | | | X | | 5 | 3 | 1 | Final |
| Procurement in Schools. Kennel Lane | 19/4/16 | 15/7/16 | Yes | Memo issued with no opinion | | | | 3 | 6 | 1 | Final |
| Procurement in Schools- Sandhurst | 19/4/16 | 15/7/16 | Yes | Memo issued with no opinion | | | | 1 | 8 | 2 | Final |
| Procurement in Schools- Easthampstead Park | 19/4/16 | 22/7/16 | Yes | Memo issued with no opinion | | | | 7 | 4 | 1 | Final |
| Procurement in Schools- | 19/4/16 | 15/7/16 | Yes | Memo issued with no opinion | | | | 2 | 6 | 2 | Final |

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| Audit | Start Date | Date of Draft Report | Key Indicator Met | Assurance Level | | | | Recommendations Priority | | | Status |
|--|------------|----------------------|-------------------|-----------------|--------------|---------|------|--------------------------|----|----|--------------|
| | | | | Significant | Satisfactory | Limited | None | 1 | 2 | 3 | |
| Prim (Ltd 15/16) | | | | | | | | | | | |
| Uplands Primary | 3/5/16 | 25/5/16 | Yes | | | X | | 1 | 6 | | Final |
| Whitegrove Primary | | | | | | | | | | | Qtr 4 audit |
| Wildridings Primary | | | | | | | | | | | Qtr 4 audit |
| Winkfield St Mary's | 18/4/16 | 17/6/16 | Yes | | | X | | 2 | 7 | 1 | Final |
| SEND | 31/10/16 | | | | | | | | | | In progress |
| Education Psychology | 6/7/16 | 9/8/16 | Yes | | X | | | | 6 | | Final |
| NEET Reduction | 17/5/16 | 20/6/16 | Yes | | X | | | | 7 | | Final |
| Residential placements | 8/11/16 | | | | | | | | | | In progress |
| Recruitment and Retention | 28/9/16 | 20/12/16 | No | | X | | | | | 1 | Draft issued |
| CYPL IT AUDITS Mosaic | | | | | | | | | | | Qtr 4 audit |
| ASCHH Better Care Fund- CONTROCC | | | | | | | | | | | Qtr 4 audit |
| Financial Assessments and Benefits Checks | 15/8/16 | 30/8/16 | No | | X | | | | | 4 | Final |
| Bridgewell Unit | 14/11/16 | | | | | | | | | | In progress |
| Reablement and Hospital Discharge | 7/11/16 | | | | | | | | | | In progress |
| Learning Disability | | | | | | | | | | | Qtr 4 audit |
| Learning Disability Provider service at Waymead including Breakthrough | 13/6/16 | 5/8/16 | Yes | | X | | | | 11 | 10 | Final |

Unrestricted

| Audit | Start Date | Date of Draft Report | Key Indicator Met | Assurance Level | | | | Recommendations Priority | | | Status |
|---|------------|----------------------|-------------------|-----------------|--------------|---------|------|--------------------------|---|---|-------------|
| | | | | Significant | Satisfactory | Limited | None | 1 | 2 | 3 | |
| Housing and Council Tax Benefits | 5/12/16 | | | | | | | | | | In progress |
| Homelessness | 13/6/16 | 22/7/16 | Yes | | X | | | | 5 | 1 | Final |
| Supporting people | | | | | | | | | | | Deferred |
| Discretionary Housing Payments and Social Fund Payments | | | | | | | | | | | Qtr 4 audit |
| ASCHH IT AUDIT Abritas upgrade | 12/7/16 | 23/9/16 | Yes | | X | | | | 4 | 2 | Final |

FOLLOW UP OF LIMITED ASSURANCE AUDIT REPORTS

| DIRECTORATE | AUDITS WITH LIMITED ASSURANCE CONCLUSION | UPDATE AS AT 31/12/16 |
|--|---|---|
| COUNCIL WIDE AUDITS | COUNCIL WIDE PROCUREMENT | Re-audited in quarter 2 and a satisfactory opinion given. |
| ADULT SOCIAL CARE, HEALTH AND HOUSING | MENTAL HEALTH | To be followed up in quarter 1 of 2017/18 |
| CORPORATE SERVICES | PAYROLL AND PRE EMPLOYMENT CHECKS | Currently being re-audited. |
| | BUSINESS RATES | Currently being re-audited. |
| | CREDITORS | To be re-audited in quarter 4. |
| | HOME TO SCHOOL TRANSPORT | To be followed up in quarter 1 of 2017/18 |
| | CONSTRUCTION AND MAINTENANCE | Re-audited in quarter 1 and a limited assurance opinion given again. See section 3.4. |
| CHILDREN, YOUNG PEOPLE AND LEARNING-SCHOOL AUDITS | ST MICHAEL'S EASTHAMPSTEAD | To be re-audited in quarter 4. |
| | SANDY LANE PRIMARY) | To be re-audited in quarter 4. |
| | SANDY LANE PRIMARY SCHOOL (SCHOOL CENSUS AUDIT) | To be re-audited in quarter 4. |
| | JENNETT'S PARK PRIMARY SCHOOL | Re-audited in quarter 3 and a satisfactory opinion given. |
| | SANDHURST SECONDARY SCHOOL | Re-audited in quarter 3 and a satisfactory opinion given. |
| | KENNEL LANE | Re-audited in quarter 3 and a satisfactory opinion given. |
| | THE PINES | Re-audited in quarter 3 and a satisfactory opinion given. |
| | COLLEGE TOWN JUNIORS | To be re-audited in quarter 4. |
| ENVIRONMENT, CULTURE AND COMMUNITIES | EASTHAMPSTEAD CONFERENCE CENTRE | Currently being re-audited. |

FOLLOW UP OF 2015/16 RECOMMENDATIONS

| Audit | Recommendations | | | Outcome |
|---|-----------------|----|---|--|
| | Priority | | | |
| | 1 | 2 | 3 | |
| Complaints Procedure | | 4 | 2 | 1 finding implemented and 5 findings in progress |
| Capita ONE – Education system application audit | | 4 | | All actioned |
| Registration Services | | 1 | 2 | Recommendation 3 now implemented therefore all recommendations now implemented. |
| Electoral Roll | | 4 | 1 | All implemented |
| Fleet Management including Fuel Cards | | 8 | 1 | All implemented apart from 1 partially implemented recommendation on license checks under the Driving to Work Policy |
| Members expenses | | 5 | 4 | All implemented |
| Crown Wood census | | 1 | 1 | All implemented |
| Crown Wood | | 9 | 2 | All implemented |
| Holly Spring Junior | | 8 | 1 | All implemented |
| Warfield | | 10 | 2 | Nine implemented and three in progress. |
| Wooden Hill | | 7 | 2 | Five recommendations implemented and four are work in progress. |
| School Census-St Michael's Easthampstead | | 1 | 1 | All implemented |
| Direct payments - Children's | | 1 | 1 | All recommendations implemented |
| Fostering | | 2 | 4 | 5 implemented 1 in progress |
| Imprests in Schools | | 4 | | In progress. |
| Services to Schools | | 4 | | 1 completed, 2 partially implemented and one recommendation not yet due for implementation |
| School Improvement Programme | | 7 | 2 | 8 completed and one still in progress |
| Direct Payments (Ltd 14/15) - Adults | | 1 | 1 | All recommendations implemented |
| Highways Network management | | 6 | 1 | 4 recommendations implemented, 1 not implemented and 2 in progress |
| CIL | | 9 | 6 | 9 recommendations implemented 6 recommendations in progress |
| Development Control | | 5 | 3 | 6 findings implemented, 2 not implemented and 1 in progress |
| Electronic Monitoring and Billing | | 7 | 3 | All implemented |
| Contracting | | 3 | | All implemented |
| Brokerage | | 13 | 1 | All implemented |
| Emergency Duty Team | | 2 | 1 | Two in progress |