

Eastern Internal Audit Services



BRECKLAND DISTRICT COUNCIL

Follow Up Report on Internal Audit Recommendations

Period Covered: 15 June 2021 to 17 September 2021

Responsible Officer: Faye Haywood – Head of Internal Audit for Breckland DC

CONTENTS

<i>1. INTRODUCTION</i>	<i>2</i>
<i>2. STATUS OF AGREED ACTIONS</i>	<i>2</i>
<i>APPENDIX 1 – STATUS OF AGREED INTERNAL AUDIT RECOMMENDATIONS</i>	<i>4</i>
<i>APPENDIX 2 – 2019-20 OUTSTANDING INTERNAL AUDIT RECOMMENDATIONS</i>	<i>5</i>
<i>APPENDIX 3 – 2020/21 OUTSTANDING INTERNAL AUDIT RECOMMENDATIONS</i>	<i>6</i>

1. INTRODUCTION

- 1.1 This report is being issued to assist the Authority in discharging its responsibilities in relation to the internal audit activity.
- 1.2 The Public Sector Internal Audit Standards also require the Chief Audit Executive to establish a process to monitor and follow up management actions to ensure that they have been effectively implemented or that senior management have accepted the risk of not taking action. The frequency of reporting and the specific content are for the Authority to determine.
- 1.3 To comply with the above this report includes:
- The status of agreed actions.

2. STATUS OF AGREED ACTIONS

- 2.1 As a result of audit recommendations, management agree action to ensure implementation within a specific timeframe and by a responsible officer.

The recommendations are subsequently uploaded on to the Council's performance management system Pentana, with this alerting management to update progress in advance of the due date through email alerts. Management action to date is then input with internal audit then either verifying the evidence provided and closing the recommendation or agreeing to the extension date provided.

Escalation is also in place to deal with non-responses or recommendations which have been overdue for a long time through the Performance, Risk and Audit Board and through the Finance Board as required due to the statutory requirements of the Section 151 Officer to ensure that appropriate risk mitigation action is being taken. Ultimately further escalation is through the Executive Management Team.

- 2.2 **Appendix 1** to this report shows the details of the progress made to date in relation to the implementation of the agreed recommendations and reflects the year in which the audit was undertaken to enable the Committee to easily identify old outstanding recommendations. The table also identifies between outstanding recommendations that have previously been reported to this Committee and then those which have become outstanding this time round.
- 2.3 In 2018/19 Internal Audit has raised 70 recommendation, 59 of which are now complete. A total of 11 recommendations are outstanding (all 11 are needs attention recommendations).

Number raised	70	
Complete	59	84%
Outstanding	11	16%

- 2.4 In 2019/20 a total of 24 recommendations have been raised and agreed. A total of 20 have been completed. Two important and two needs attention recommendations are outstanding. Details of the important outstanding recommendation can be found at **Appendix 2** of this report.

Number raised	24	
Complete	20	75%
Outstanding	4	25%

2.5 In 2020/21 a total of 11 recommendations were raised and agreed. A total of seven have been completed. One important and one needs attention recommendations are outstanding, two are currently within deadline. Details of the important outstanding recommendation can be found at **Appendix 3** of this report.

Number raised	11	
Complete	7	64%
Outstanding	2	18%
Within deadline	2	18%

APPENDIX 1 – STATUS OF AGREED INTERNAL AUDIT RECOMMENDATIONS

			Completed bt 15 June 2021 to 17 September 2021			Previously reported to Committee as outstanding			(New) Outstanding			Total Outstanding	Not Yet Due for implementation		
			Priority 1	Priority 2	Priority 3	Priority 1	Priority 2	Priority 3	Priority 1	Priority 2	Priority 3		Priority 1	Priority 2	Priority 3
Audit Ref	Audit Area	Assurance Level													
2017/18 Internal Audit Reviews															
BRK1821	Cyber Security	Limited		1	1							0			
2018/19 Internal Audit Reviews															
BRK1906	Housing Needs	Limited						1				1			
BRK1916	Cyber Security	Reasonable		3	1			10				10			
2019/20 Internal Audit Reviews															
BRK2002	Planning	Reasonable						1				1			
BRK2014	Asset Management	Substantial						2				2			
BRK2011	Corporate Governance	Reasonable						1				1			
2020/21 Internal Audit Reviews															
BRK2102	Corporate Governance	Substantial			1					1		1			
BRK2106	Key Controls and Assurance	Substantial			1							0			
BRK2107	Housing Needs Allocations	Reasonable			2					1		1			
BRK2108	Safeguarding	Reasonable		2	1							0		1	1
TOTALS			0	6	7	0	2	13	0	1	1	17	0	1	1

APPENDIX 2 – 2019-20 OUTSTANDING INTERNAL AUDIT RECOMMENDATIONS

Audit Reference	Responsible Officer	Recommendations	Priority	Status	Original Date	Revised Date	Latest Notes
BRK2002 – Planning BAUDPLA004	Director of Planning and Building Control	All S106 agreements are reviewed, to determine whether any trigger points have been hit, with the requisite action(s) taken where necessary and with regular monitoring thereafter.	Important	Outstanding	31/12/2019	31/03/2022	<p>The review of S106 processes has been delayed as a result of COVID and the contractors' staff being placed on furlough. However, things have resumed in the last 4 weeks. Meetings have taken place with all service departments, but there remains an issue with open space in that the team are yet to track down the right person to take on this role. This is being looked into further.</p> <p>The team will now look to progress the review subject to clarifying the role open spaces and who will be responsible for it. An interim process may well be necessary whilst this is resolved.</p> <p>The anticipated finish date for this is likely to be during the last quarter of the current financial year, meaning the revised due date is now 31/03/2022.</p>
BRK2011 – Corporate Governance	Information Governance Officer	All service areas at both Councils, along with their Data Protection Champions, to provide the Information Governance Officer with their completed Information Asset Registers, forthwith and in doing so, confirming their accuracy and completeness.	Important	Outstanding	01/06/2020	30/09/2021	<p>There are four outstanding Information Asset Registers for Breckland District Council. The information Governance Officer is working with these teams to assist with finalisation.</p>

APPENDIX 3 – 2020/21 OUTSTANDING INTERNAL AUDIT RECOMMENDATIONS

Audit Reference	Responsible Officer	Recommendations	Priority	Status	Original Date	Revised Date	Latest Notes
BRK2107 Housing Needs	Housing Solutions Team Manager	The repayment of loans should be monitored each month ensuring the requisite recovery measures are applied.	Important	Outstanding	31/05/2021	n/a	The Housing Assistant is now in place, trained in monitoring and recovering loans and following the procedure. Internal Audit verification of evidence has been requested.