



REPORT of INTERIM SECTION 151 OFFICER

**to
PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE
27 FEBRUARY 2020**

INTERNAL AUDIT REPORTS – PROGRESS, IT DISASTER RECOVERY, KEY FINANCIAL SYSTEMS

1. PURPOSE OF THE REPORT

- 1.1 To present for consideration, comment and approval by the Committee the following reports issued by BDO LLP, the Council’s internal audit service provider
- Internal Audit Progress Report February 2020 at **APPENDIX 1**;
 - IT Disaster Recovery – Final Report at **APPENDIX 2**;
 - Key Financial Systems (Accounts Payable, Accounts Receivable, Expenses) – Final Report at **APPENDIX 3**.

2. RECOMMENDATIONS

That the Committee considers, comments and approves the:

- (i) Internal Audit Progress Report February 2020 at **APPENDIX 1**;
- (ii) IT Disaster Recovery – Final Report at **APPENDIX 2**; and
- (iii) Key Financial Systems (Accounts Payable, Accounts Receivable, Expenses) – Final Report at **APPENDIX 3**.

3. SUMMARY OF KEY ISSUES

- 3.1 BDO LLP are the Council’s contracted Internal Audit Service provider. The Partner, Mr. Greg Rubins, fulfils an equivalent role to that of Head of Internal Audit.
- 3.2 The Internal Audit Service is there to provide assurance to the Section 151 Officer, Management and Members of the adequacy of internal controls and checks in the organisation and to highlight any risks that the Council may be exposed to in its overall and day to day operations.
- 3.3 As such, Internal Audit is independent of Management and operates, performs to and is measured against The UK Public Sector Internal Audit Standards (PSIAS) issued by the Chartered Institute of Public Finance and Accountancy (CIPFA). In addition CIPFA has also issued a Statement on the Role of the Head of Internal Audit.
- 3.4 The reports attached in the three appendices will be presented to the Committee and discussed by Mr. Greg Rubins or his representative on his behalf.

3.5 Normally, the Director of Resources in their appointed capacity as the Council's Section 151 Officer is the Client Officer for the Internal Audit Service, however, due to the Director's post being vacant currently; the Interim Section 151 Officer is fulfilling this role.

4. CONCLUSION

4.1 This report together with the reports attached as Appendices allows the Committee to fulfil its remit of overseeing governance.

5. IMPACT ON STRATEGIC THEMES

5.1 Internal Audit cuts across the delivery of all the Strategic Themes of the Council.

6. IMPLICATIONS

- (i) **Impact on Customers** – any impact on customers will be highlighted with the reports in the appendices.
- (ii) **Impact on Equalities** – any impact on equalities will be highlighted with the reports in the appendices if it is within the scope of the audit work carried out.
- (iii) **Impact on Risk** – Any risks identified as a result of the findings of the internal audit work are highlighted with the individual reports and summarised in the Progress Update and Follow Up of recommendations reports.
- (iv) **Impact on Resources (financial)** – Same comment applies here as for Impact on Risk above.
- (v) **Impact on Resources (human)** – Same comment applies here as for Impact on Risk above.
- (vi) **Impact on the Environment** – Same comment applies here as for Impact on Risk above.

Background papers: None.

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