



INTERNAL AUDIT PROGRESS REPORT

MALDON DISTRICT COUNCIL

JULY 2021

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SUMMARY OF 2020/21 AND 2021/22 WORK

This report is intended to inform the Performance, Governance & Audit Committee of progress made against both the 2020/21 and 2021/22 internal audit plans. It summarises the work we have done, together with our assessment of the systems reviewed and the recommendations we have raised. Our work complies with Public Sector Internal Audit Standards. As part of our audit approach, we have agreed terms of reference for each piece of work with the risk owner, identifying the headline and sub-risks, which have been covered as part of the assignment. This approach is designed to enable us to give assurance on the risk management and internal control processes in place to mitigate the risks identified.

Internal Audit Methodology

Our methodology is based on four assurance levels in respect of our overall conclusion as to the design and operational effectiveness of controls within the system reviewed. The assurance levels are set out in Appendix 1 of this report, and are based on us giving either "substantial", "moderate", "limited" or "no". The four assurance levels are designed to ensure that the opinion given does not gravitate to a "satisfactory" or middle band grading. Under any system we are required to make a judgement when making our overall assessment.

As a result of the impact of Covid-19 there have been some delays in the delivery of the 20/21 plan. We have been working with officers to minimise these and to agree audits that can be done remotely by our team. We have agreed timings on all remaining audits and our work has recommenced accordingly. Dates for the upcoming 21/22 audit plan have been shared with CLT and progress has begun with planning these. As with the 20/21 Audit Plan, the 21/22 Audit Plan will need to be flexible to accommodate new risks resulting from Covid-19; we will agree any proposed changes with the Director of Resources and the Performance, Governance and Audit Committee (PGA).

2020/21 Internal Audit Plan

The following audits have been issued in final since the March PGA:

- Knowledge Management
- Housing Needs and Affordable Housing

The following reports are out in draft and awaiting management responses:

- Fraud Risk Assessment

2021/22 Internal Audit Plan

The following audits are underway or are due to begin soon:

- Covid Recovery Plan
- Management of Property
- Partnerships

Other Reports for this Committee

- Annual Report
- Follow Up of Internal Audit Recommendations

Recommended changes to the Plan

- Management of Property and CRM carried forward to 21/22
- Climate Change and Sustainability moved to 22/23 in order to accommodate the above and to allow for development of new sustainability strategies and plans to be completed before being reviewed

REVIEW OF 2020/21 WORK

Audit Area	Planning	Original Fieldwork	Revised date (due to CV19)	Reporting	Opinion	
					Design	Effectiveness
CIPFA FM Code Readiness	✓	N/A	Q3	November 2020	Substantial	Substantial
Safeguarding	✓	Q1	Q2- 24 th July 2020	November 2020	Moderate	Moderate
Information Management	✓	Q1	Q3- w/c 16 th October	January 2021	Moderate	Moderate
Workforce Management	✓	Q2	Q2- w/c 22 nd September	January 2021	Substantial	Substantial
Financial Systems (Payroll)	✓	Q2	Q3	March 2021	Substantial	Substantial
Knowledge Management & Transfer	✓	Q4	Q2- w/c 10 th August	July 2021	Moderate	Moderate
Housing Needs and Affordable Housing	✓	Q4	Q4	July 2021	Moderate	Moderate
Fraud Risk Assessment	✓	N/A	Q3	November 2021	Advisory Report	
Management of Property	Carried Forward to 21/22					
Customer Service- CRM Post Implementation	Carried Forward to 21/22					

REVIEW OF 2021/22 WORK

Audit Area	Planning	Fieldwork	Reporting	Opinion	
				Design	Effectiveness
Management of Property	✓	Q2	November 2021		
Partnerships	✓	Q2	November 2021		
Covid Recovery Plan Policy Review	✓	Q2	November 2021		
Communications & Stakeholder Management		Q2	November 2021		
Policy Review		Q2	November 2021		
Main Financial Systems		Q3	February 2022		
IT Strategy & Transformation		Q3	February 2022		
Strategic Performance-Community		Q3	February 2022		
Commercialisation		Q3	February 2022		
Customer Service-CRM Post Implementation		Q3	February 2022		
Workforce Management		Q4	March 2022		
Climate Change and Sustainability	Moved to 22/23				

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