

**INTERNAL AUDIT ACTIVITY SUMMARY FOR ARMC  
NOVEMBER 2019 TO DECEMBER 2019**

<b><u>Summary</u></b>	<b>Total</b>	<b>R</b>	<b>A</b>	<b>G</b>	<b>B</b>
<b>1. Completed Audits</b>	<b>18</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>3</b>
<b>2. Follow Up Audits Completed</b>	<b>16</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>12</b>
<b>3. Advice And Guidance / Consultancy</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>

## 1. Completed Audits

Audit	Date	Business Area	Organisational Risk	Total Recs (H,M)	Implementation timescale for all actions Responsible Officer	Status	RAGB Status
Partnerships 18/19	01/11/2019	Business Management *no longer C&OD* [Change & Organisation Design]	Moderate	4 (2,1)	May 2020 Policy & Strategy Manager	Final report issued, recommendations agreed and action plan returned.	A
Castleway Primary 19/20	05/11/2019	Children's Services [Schools]	Moderate	13 (0,8)	April 2020 Headteacher	Final report issued, recommendations agreed and action plan returned.	A
Troubled Families grant certification - October	06/11/2019	Children's Services [Modernisation & Support]	Minor	0 (0,0)	N/A	Completed	B
South Wirral High School 19/20	08/11/2019	Children's Services [Schools]	Minor	5 (0,4)	Awaiting returned action plan Headteacher	Final report issued and recommendations agreed. Awaiting action plan and customer feedback.	A
Management Information Reports	19/11/2019	Children's Services [Modernisation & Support]	Moderate	6 (1,2)	Awaiting returned action plan Deputy Director for Children	Final report issued and recommendations agreed. Awaiting action plan and customer feedback.	A
Eastway Primary School 19/20	20/11/2019	Children's Services [Schools]	Minor	7 (4,0)	Awaiting returned action plan Headteacher	Final report issued and recommendations agreed. Awaiting action plan and customer feedback.	A
Kingsway Primary 19/20	22/11/2019	Children's Services [Schools]	Minor	6 (0,5)	Awaiting returned action plan Headteacher	Final report issued and recommendations agreed. Awaiting action plan and customer feedback.	A
Riverside Primary School 19/20	22/11/2019	Children's Services [Schools]	Minor	5 (0, 5)	Awaiting returned action plan Headteacher	Final report issued and recommendations agreed. Awaiting action plan and customer feedback.	A
Capital Financing	25/11/2019	Business Management [Finance and Investment]	Moderate	5 (0,4)	Feb - Dec 2020 Senior Manager Corporate Finance	Final report issued, recommendations agreed and action plan returned.	A
Bedford Drive Primary 19/20	03/12/2019	Children's Services [Schools]	Minor	3 (0, 3)	Awaiting returned action plan Headteacher	Final report issued and recommendations agreed. Awaiting action plan and customer feedback.	A
Income Control	05/12/2019	Business Management [Finance and Investment]	Minor	1 (0,0)	N/A Head of Customer Services	Final Report issued, recommendation agreed and implemented during the audit.	B
Troubled Families grant certification - November	06/12/2019	Children's Services [Modernisation & Support]	Minor	0 (0,0)	N/A	Completed	B
Contributions Payable - Knowsley Council	10/12/2019	Merseyside Pension Fund	Minor	3 (0,2)	March 2020 Employee Services Manager	Final report issued, recommendations agreed and action plan returned.	A
Lifeguard Qualifications	11/12/2019	Delivery Services [Community Services]	Minor	6 (0, 6)	May 2020 AD - Community Services	Report issued in response to commission from Governance and Practice Manager	A
Leasowe Early Years 19/20	12/12/2019	Children's Services [Schools]	Minor	10 (0,9)	Awaiting returned action plan Headteacher	Final report issued and recommendations agreed. Awaiting action plan and customer feedback.	A

Audit	Date	Business Area	Organisational Risk	Total Recs (H,M)	Implementation timescale for all actions Responsible Officer	Status	RAGB Status
VAT system	12/12/2019	Business Management [Finance and Investment]	Moderate	12 (0,11)	August 2020 Senior Manager Corporate Finance	Final report issued, recommendations agreed and Action Plan returned.	A
Brookdale Primary School 19/20	18/12/2019	Children's Services [Schools]	Minor	5 (0,4)	Awaiting returned action plan Headteacher	Final report issued and recommendations agreed. Awaiting action plan.	A
Northern LGPS Collective Asset Pool - Governance Review	20/12/2019	Merseyside Pension Fund	Minor	1 (0,1)	Awaiting returned action plan Director of Merseyside Pension Fund	Final report issued and recommendations agreed. Awaiting action plan and customer feedback.	A

## 2. Follow Up Audits Completed

Audit	Date	Original Report date	Business Area	Organisational Risk Position as at the date of the original audit	Original Total Recs (H,M)	Implementation timescale for all actions Responsible Officer	Status	RAGB Status - Current position	Organisational Risk - Current Position
Investments - Internal Factor Portfolio	01/11/2019	Jan 19	Merseyside Pension Fund	Minor	2 (0,1)	N/A Director of Merseyside Pension Fund	Assurance and evidence has been received that the recommendations have been implemented.	B	Negligible
Woodchurch Road Primary 19/20	15/11/2019	Jun 19	Children's Services [Schools]	Moderate	13 (3,10)	N/A Headteacher	Assurance has been received from the Headteacher that all recommendations will have been implemented by the end of December 2019.	G	Minor
Accounts Payable pre NFI data matches review	18/11/2019	Mar 19	Business Management [Finance and Investment]	Moderate	3 (1,2)	February 2020 Head of Customer Services	Further follow up to be carried out in March 2020.	A	Moderate
MPF Civica Pensions5 migration	19/11/2019	Jul 19	Merseyside Pension Fund	Negligible	1 (0,0)	N/A Director of Merseyside Pension Fund	Assurance and evidence has been received that the recommendation has been implemented.	B	Negligible
Thornton Hough Primary 19/20	20/11/2019	Jul 19	Children's Services [Schools]	Minor	1 (0,1)	N/A Headteacher	Assurance and evidence has been received that the recommendation has been implemented.	B	Negligible
PRAD6 Data collation and review - quarter 2	28/11/2019	Oct 19	Business Management [Commercial Management]	Moderate	4(0,4)	N/A Corporate Governance Group/SLT	Assurance and evidence has been received that the recommendations are in the process of being implemented.	B	Minor
St Joseph's Catholic Primary School (Wallasey) 19/20	29/11/2019	Jul 19	Children's Services [Schools]	Minor	8 (0,6)	N/A Headteacher	Assurance and evidence has been received that the recommendations have been implemented.	B	Negligible
Annual Allowances	03/12/2019	Mar 19	Merseyside Pension Fund	Minor	2 (0,2)	N/A Director of Merseyside Pension Fund	Assurance and evidence has been received that the recommendations have been implemented.	B	Negligible
MPF Debt Recovery Review	03/12/2019	Mar 18	Merseyside Pension Fund	Minor	4 (0,3)	N/A Head of Pensions Administration	Assurance and evidence has been received that the recommendations are in the early stages of implementation, and officers have been asked to keep Internal Audit informed of progress in fully embedding the recommendations.	G	Minor
Holy Cross Catholic Primary School 19/20	06/12/2019	Oct 19	Children's Services [Schools]	Minor	1 (0,1)	N/A Headteacher	Assurance has been received that this recommendation has been implemented. Formal approval by the FGB will take place on 27/02/2020, and a copy of the Committee minutes will be provided to Internal Audit once approved.	B	Negligible
Overchurch Junior School 19/20	16/12/2019	Jun 19	Children's Services [Schools]	Moderate	12 (3,9)	N/A Headteacher	Assurance and evidence has been received that the recommendations have been implemented.	B	Minor

Audit	Date	Original Report date	Business Area	Organisational Risk Position as at the date of the original audit	Original Total Recs (H,M)	Implementation timescale for all actions Responsible Officer	Status	RAGB Status - Current position	Organisational Risk - Current Position
Dawpool CE Primary 19/20	23/12/2019	Oct 19	Children's Services [Schools]	Minor	8 (0,7)	N/A Headteacher	Assurance and evidence has been received that the recommendations have been implemented.	B	Negligible
Wirral Hospitals' Schools 19/20	23/12/2019	Jul 19	Children's Services [Schools]	Minor	12 (1,10)	N/A Headteacher	Assurance and evidence has been received that the recommendations have been implemented.	B	Negligible
Data Centre Physical Security	24/12/2019	Jul 18	Business Management [Change & Organisation Design]	Moderate	6 (0,5)	N/A Head of ICT & Digital	Assurance and evidence has been received that the recommendations have been implemented.	B	Minor
Change Management	24/12/2019	May 17	Business Management [Change & Organisation Design]	Minor	5 (0,4)	N/A Head of ICT & Digital	Assurance and evidence has been received that the recommendations have been implemented.	B	Negligible
Enterprise Resource Planning (ERP) System Review	24/12/2019	Aug 18	Business Management [Change & Organisation Design]	Major	1 (0,1)	April 2020 Head of Business Change and Programme Management / Director of Finance and Investment		A	Major

### 3. Advice And Guidance / Consultancy

Audit	Date	Business Area	Internal Audit input / improvement activity	Outcome and timescale (if appropriate)	RAGB Status
HB Subsidy Claim	17/12/2019	Business Management  [Transactional Management]	Advice on the possibility / opportunity to review HB subsidy loss in respect to rent referrals for certain Supported Accommodation claims referred to the rent officer and paid under the old scheme.	Audit assurance provided regarding the proposed procedure based on the information presented but would recommend: a) referral to Legal Services for comment; and b) dialogue with the other authorities within the Mersey Region regarding this issue.  The IA response is based on limited knowledge of this complex area of Housing Benefits legislation so requested to be kept informed of future developments, and an audit examination of the developed benchmark database when convenient.	A

**KEY:**

Organisational Risk		
<b>MAJOR</b>	A major organisational risk opinion indicates that the likelihood/impact of the risks identified during the review, should they materialise, would leave the Council open to major risk of a fundamental or material nature. This opinion suggests that there are some potentially serious weaknesses in the design and/or operation of the control environment that may have a significant impact on the achievement of systems and or corporate objectives if not	
<b>MODERATE</b>	A moderate organisational risk opinion indicates that the likelihood/impact of the risks identified during the review, should they materialise would leave the Council open to moderate risk of a fundamental or material nature. This opinion suggests that there are some weaknesses in the design and/or operation of the control environment that may have varying degrees of impact on the achievement of the systems and/or corporate objectives.	
<b>MINOR</b>	A minor organisational risk opinion indicates that the likelihood/impact of the risks identified during the review, should they materialise, would leave the Council open to minor risk.	
<b>NEGLIGIBLE</b>	A negligible organisational risk opinion indicates that there were no weaknesses identified during the review and that the Council is not exposed to any risks directly associated with the findings.	
RAGB status		
<b>B</b>	<b>Audits</b>	All actions agreed and implemented, with no further Internal Audit action necessary.
	<b>Follow Ups</b>	All actions implemented, with no further Internal Audit action necessary.
<b>G</b>	<b>Audits</b>	Most actions agreed and implemented, e.g. low priority recommendations are outstanding, with no further Internal Audit action planned.
	<b>Follow Ups</b>	Most actions implemented, e.g. low priority recommendations are outstanding, with no further Internal Audit action planned.
<b>A</b>	<b>Audits</b>	Actions agreed and officers committed to implement within agreed timescale.
	<b>Follow Ups</b>	Actions in process of being implemented within agreed timescale with some implemented.
<b>R</b>	<b>Audits</b>	Actions agreed
	<b>Follow Ups</b>	Little or no progress made to implement actions within agreed timescale.
Recommendation Priority Rating		
<b>HIGH</b>	A matter that is fundamental to the control environment for the specific area under review. The matter may cause a system objective not to be met. This needs to be addressed as a matter of urgency (suggested timescale: within one month).	
<b>MEDIUM</b>	A matter that is significant to the control environment for the specific area under review. The matter may threaten the achievement of a system objective.	
<b>LOW</b>	A matter that requires attention and would improve the control environment for the specific area under review. The matter may impact on the achievement of a system objective.	