

**INTERNAL AUDIT ACTIVITY SUMMARY FOR ARMC
JULY 2019 to AUGUST 2019**

<u>Summary</u>	Total	R	A	G	B
1. Completed Audits	17	0	12	1	4
2. Follow Up Audits Completed	8	0	4	0	4
3. Advice And Guidance / Consultancy	4	0	1	2	1

1. Completed Audits

Audit	Date	Business Area	Organisational Risk	Total Recs (H,M)	Implementation timescale for all actions Responsible Officer	Status	RAGB Status
Local Pension Board Annual Report 19/20	01/07/2019	Merseyside Pension Fund	Minor	0 (0,0)	N/A Director of Merseyside Pension Fund	The report was issued to the Director of Merseyside Pension Fund on 01/07/19 and has been agreed for presentation to the Local Pensions Board on 13/6/18.	B
St Joseph's Catholic Primary School Wallasey	02/07/2019	Children's Services [Schools]	Minor	8 (0, 6)	Awaiting returned Action Plan Headteacher	Final report issued, recommendations agreed . Awaiting return of Action Plan.	A
St Josephs Catholic Primary School (Upton)	08/07/2019	Children's Services [Schools]	Minor	15 (1,13)	November 2019 Headteacher	Final report issued and recommendations agreed during visit. The action plan has been returned all actions have been or are in the process of being completed.	A
St John Infants Catholic Primary	08/07/2019	Children's Services [Schools]	Minor	12 (1,9)	November 2019 Headteacher	Final report issued and recommendations agreed during visit. We are waiting for the returned action plan	A
Council Tax – Empty Properties	11/07/2019	Business Management [Finance and Investment]	Minor	1 (0,1)	December 2019 Head of Customer Services	Final report issued and recommendations agreed during visit. Action Plan completed and returned	A
St Albans Catholic Primary	12/07/2019	Children's Services [Schools]	Minor	7 (0,6)	November 2019 Headteacher	Final report issued and recommendations agreed during visit. Awaiting completed action plan.	A
Wirral Hospitals' Schools	18/07/2019	Children's Services [Schools]	Minor	12 (1,10)	November 2019 Headteacher	Final report issued and recommendations agreed during visit. We are waiting for the returned action plan.	A
MPF Civica Pensions5 migration	19/07/2019	Merseyside Pension Fund	Negligible	1 (0,0)	October 2019 Director of Merseyside Pension Fund	Final report issued, recommendations agreed and completed action plan returned.	A
Crisis Communications	22/07/2019	Strategy & Partnerships / Business Management	Moderate	4 (2,2)	Awaiting Action Plan return Head of Internal Audit, Head of Communications and Head of ICT & Digital	Final Report issued. Awaiting action plan.	A
Foxfield School	23/07/2019	Children's Services [Schools]	Minor	10 (0,9)	November 2019 Headteacher	Final report issued and recommendations agreed, and action plan returned.	A
Thornton Hough Primary	24/07/2019	Children's Services [Schools]	Minor	1 (0, 1)	Awaiting returned Action Plan Headteacher	Final report issued, recommendations agreed . Awaiting return of Action Plan.	A
Troubled Families grant certification - July	31/07/2019	Children's Services [Modernisation & Support]	Minor	0 (0,0)	N/A	Completed	B
Key Route Network grant claim - 1st quarter	31/07/2019	Business Management [Commercial Management]	Minor	0 (0,0)	N/A	Completed	B
Sustainable Transport Enhancement Package grant claim - 1st quarter	31/07/2019	Business Management [Commercial Management]	Minor	0 (0,0)	N/A	Completed	B
Treasury and Capital Management	07/08/2019	Business Management [Finance and Investment]	Moderate	7 (0,5)	Awaiting Action Plan Senior Manager, Corporate Finance	Final report issued, awaiting return of action plan.	A

Audit	Date	Business Area	Organisational Risk	Total Recs (H,M)	Implementation timescale for all actions Responsible Officer	Status	RAGB Status
GDPR in Schools	15/08/2019	Childrens Services & Business Management	No opinion provided	3 (0,3)	Corporate Director for Children's Services	Report issued to Corporate Director for Children's Services on 15/08/19.	G
PRAD6 Data collation and review	21/08/2019	Business Management [Commercial Management]	Moderate	2 (0,2)	Corporate Governance Group/SLT	Initial report issued primarily for information. Can adjust format of future reports based on feedback.	A

2. Follow Up Audits Completed

Audit	Follow up 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
Free-Standing Payments	02/07/2019	Aug 18	Children's Services [Modernisation & Support]	Moderate	4 (0,3)	N/A Improvement Manager, Area Co-ordinators & Performance and Improvement Lead	Three recommendations have been actioned, and management have accepted the risk regarding cash transportation.	B	Negligible
Organisational Compliance – Performance Review Culture	04/07/2019	29/11/2018	Business Management [Change & Organisation Design]	Moderate	1(0,1)	November 19 Head of Organisational design & Development	Recommendation is in the process of being implemented, and a further follow-up will be undertaken in December 2019	A	Moderate
Mosslands School	17/07/2019	Jul 18	Children's Services [Schools]	Moderate	13 (1,11)	End of Academic Year 2017/18 Headteacher	09/07/19 - School visit identified that all recommendations have been fully implemented with the exception of 3 which are in the process of being implemented.	A	Moderate
MPF Performance Standards	25/07/2019	Mar 19	Merseyside Pension Fund	Minor	4 (0,4)	N/A Director of Merseyside Pension Fund	Assurance has been received that the recommendations have been implemented.	B	Negligible
Ethical framework	25/07/2019	Mar 18	Business Management [Change & Organisation Design]	Moderate	8(0,8)	31 March 2020 Head of Organisational design & Development Head of Human Resources Head of Commercial Procurement Head of Legal	Assurances were provided/obtained that: • one of the eight recommendations have been implemented; • seven of the eight recommendations are in the process of being implemented. A further follow-up will be undertaken in March 2020	A	Moderate
Electronic Billing – Accounts Payable	26/07/2019	Aug 16	Delivery Services [Strategic Asset Management] Business Management [Change & Organisation Design]	Moderate	2 (2,0)	December 2019 Senior Manager Asset Management / Head of ICT & Digital	Both recommendations have been partially implemented, and a further follow up will be carried out in December 2019.	A	Moderate
MPF - Contributions Receivable	05/08/2019	Jan 19	Merseyside Pension Fund	Minor	1 (0,0)	March 2019 Head of Finance & Risk	Assurance and evidence has been received that the recommendation has been implemented.	B	Negligible
Local Government Pension Scheme Annual Return	07/08/2019	Aug 16	Business Management [Finance and Investment]	Minor	1 (1,0)	N/A Transaction Centre Senior Manager	Assurance and evidence has been received that the recommendation has been implemented.	B	Negligible

3. Advice And Guidance / Consultancy

Audit	Date	Business Area	Internal Audit input / improvement activity	Outcome and timescale (if appropriate)	RAGB Status
Contract - Bona Fide Error	10/07/2019	Delivery [Construction, Maintenance & Facilities]	Referral by the Senior Quantity Surveyor of a tender submission made by KDE Ltd as the lowest bidder for the installation of a new fire alarm at Mosslands School. Advice required regarding a potential bona fide error and guidance on how to proceed.	The contract submission documentation was checked and the arithmetical error identified was considered to be bona fide. Guidance was provided on the procedure required to ensure compliance with the contract procedure rules. The revised tender was subsequently approved for acceptance by the Head of Corporate Procurement.	B
Hilbre High School	19/07/2019	Children's Services [Schools]	Academy work - one day audit completed at Hilbre High School, scope of audit agreed prior to site visit.	Audit report has been issued 19 July 2019, we are waiting for the management response and action plan.	A
Wirral Growth Company - Governance update	25/07/2019	Economic and Housing Growth	Discussion and appraisal regarding current position with reporting lines, approvals, and timetables for future development.	Verbal feedback on potential risks and evidence trails plus update of audit knowledge to assist in compilation of Audit Plan for the WGC and visit to development partner head office. Further meetings planned with Programme Manager to continually maintain awareness of governance, risks and control environment which will input into specific audit tasks.	G
Wirral Growth Company - Assurance & Planning Visit	12/08/2019	Economic and Housing Growth	Visit to partner regional HQ at Salford Quays to appraise evidence trails within ledger and review planned control environment to assist with compilation of audit plan for this programme.	Able to give full assurance on evidence trails based on sample of current schemes, and audit intelligence updated regarding progress and future plans.	G

KEY:

Organisational Risk

MAJOR	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
MODERATE	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.
MINOR	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.
NEGLIGIBLE	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	Audits	All actions agreed and implemented, with no further Internal Audit action necessary.
	Follow Ups	All actions implemented, with no further Internal Audit action necessary.
G	Audits	Most actions agreed and implemented, e.g. low priority recommendations are outstanding, with no further Internal Audit action planned.
	Follow Ups	Most actions implemented, e.g. low priority recommendations are outstanding, with no further Internal Audit action planned.
A	Audits	Actions agreed and officers committed to implement within agreed timescale.
	Follow Ups	Actions in process of being implemented within agreed timescale with some implemented.
R	Audits	Actions agreed
	Follow Ups	Little or no progress made to implement actions within agreed timescale.

Recommendation Priority Rating

HIGH	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).
MEDIUM	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.
LOW	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.