

Classification: Public

Key Decision: No

Gravesham Borough Council

Report to: Finance & Audit Committee

Date: 08 November 2023

Reporting officer: James Larkin, Head of Internal Audit & Counter Fraud Shared Service (Chief Audit Executive)

Subject: Internal Audit Update Report

Purpose and summary of report:

To provide Members with an update on the work, outputs and performance of the Internal Audit Team for the period 1 August 2023 to 30 September 2023.

Recommendations:

1. None.

Key Implications:	
Item	Implications
Legal	The Accounts & Audit Regulations 2015 require local authorities to: undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance. The Section 151 Officer of a local authority is responsible for establishing the internal audit service. Gravesham Borough Council has delegated this responsibility to the Section 151 Officer of Medway Council to deliver internal audit services through the Shared Service to both authorities.
Finance and Value for Money	An adequate and effective Internal Audit function provides the council with assurance on the proper, economic, efficient and effective use of council resources in delivery of services. The budgeted costs for the Internal Audit elements of the Shared Service are £414,717 with Gravesham's share of these costs being £149,298.
Corporate Plan	The work of Internal Audit supports the council in achieving all of its objectives set out in the Corporate Plan 2023-27 but is particularly relevant to the Objective One Council : a well-run and innovative authority, defined by its skilled and valued workforce, committed to developing its local social impact. Financial responsibility: a financially sustainable authority, driven by a strong Medium Term Financial Strategy, enforced by a suite of effective financial monitoring controls.

Climate Change	There are no direct climate change implications to this report.
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1. Introduction

- 1.1 The Public Sector Internal Audit Standards (the Standards) require that: The chief audit executive must report periodically to senior management and the board on the internal audit activity's purpose, authority, responsibility, and performance relative to its plan. Reporting must also include significant risk exposures and control issues, including fraud risks, governance issues and other matters needed or requested by senior management and the board.

2. Internal Audit Update Report

- 2.1 The report at Appendix 2 is the second of three updates to be produced during 2023-24; detailing the work undertaken by the Internal Audit Team between 01 August and 30 September and the progress made against the Q1-Q2 workplan.
- 2.2 While this update relates to progress against the agreed plan for Q1-Q2, the percentage outturns for plan delivery and plan underway, detailed in section 6, are reflective of the number of reviews expected to be undertaken during the full year.

3. Appendices

- 3.1 The following documents are to be published with the report:
- 3.2 Appendix 2: Internal Audit Update Report

4. Background Documents

- 4.1 There are no background documents.

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Secondary Implications	
Risk Assessment	This report, summarising the work of the Internal Audit team, provides a key source of assurance for the council on the adequacy and effectiveness of its internal control arrangements.
Data Protection Impact Assessment	<p><i>A data protection impact assessment (DPIA) should be carried out at the start of any major project involving the use of personal data or if you are making a significant change to an existing process.</i></p> <p>a. Does the project/change being recommended through this paper involve the processing of personal data or special category data or criminal offence data? A definition of each type of data can be found on the Information Commissioner's Office website via the above links. No</p> <p>b. If yes to question a, have you completed and attached a DPIA including Data Protection Officer advice? N/A</p> <p>c. If no to question b, please seek advice from your nominated DPIA assessor or the Information Governance Team at gdpr@medway.gov.uk. N/A</p>
Equality Impact Assessment	<p>a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community? If yes, please explain answer. No</p> <p>b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality? If yes, please explain answer. No</p> <p><i>In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above</i></p>
Crime and Disorder	The Internal Audit Team provides an independent and objective opinion to the organisation on the control environment, by evaluating its effectiveness in achieving the organisations' objectives. The work of the service combined with a sound internal control environment has a positive contribution to community safety in its broadest sense..
Digital and website implications	The council's performance management framework includes the publication of the outturns against the Performance Measures and Indicators in the Corporate Business Plan. The proportion of actions agreed with the Internal Audit Team to address control weaknesses that are implemented by Management is one of the council's overall Performance Indicators and is therefore reported to the public via the council's Annual Report published on the council's website.
Safeguarding children and vulnerable adults	There are no direct safeguarding implications to this report.