

Classification: Public

Key Decision: No

Gravesham Borough Council

Report to: Finance & Audit Committee

Date: 16 July 2024

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

Subject: Internal Audit Annual Report 2023-24

Purpose and summary of report:

To inform Members of the internal audit work completed during 2023-24 and to present the opinion of the Head of Internal Audit & Counter Fraud Shared Service, as Chief Audit Executive, on the council's internal control environment.

Recommendations:

1. Endorse the work undertaken by the Internal Audit team for Gravesham during 2023-24 in providing an effective service to the council.
2. Consider and endorse the opinion on the council's internal control environment provided by the Head of Internal Audit & Counter Fraud Shared Service.

| Key Implications: | |
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| 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. |
| Corporate Plan | The work of the Internal Audit team supports the council in achieving all of its objectives set out in the Corporate Plan but is particularly relevant to the objective #onecouncil. |
| Climate Change | There are no direct climate change implications to this report. |

1. Introduction

- 1.1 The Public Sector Internal Audit Standards (PSIAS) require the Chief Audit Executive to provide an annual internal audit opinion based on an objective assessment of the framework of governance, risk management and control. The Internal Audit Annual Report 2023-24 has been prepared for the authority to meet this requirement.
- 1.2 Since 1 March 2016, the council's internal audit activity has been delivered by the Internal Audit & Counter Fraud Shared Service with Medway Council.

2. Internal Audit Annual Report 2023-24

- 2.1 The Head of Internal Audit & Counter Fraud Shared Service has provided update reports to Members at three meetings of the Finance & Audit Committee during 2023-24. This annual report reproduces the findings detailed in those update reports along with the results of work finalised since the last update, to provide Members with a summary of all work delivered by the team in the year.
- 2.2 The annual report is intended to provide Members with sufficient details of the results of the work of the team to support the opinion of the Chief Audit Executive on the adequacy and effectiveness of the council's overall control environment.
- 2.3 The annual report, which can be found at appendix 2, has been prepared in line with the requirements of the PSIAS.

3. Appendices

- 3.1 The following documents are to be published with the report:
- 3.2 Appendix 2: Internal Audit Annual Report 2023-24

4. Background Documents

- 4.1 There are no background documents.

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| Secondary Implications | |
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| Risk Assessment | The Public Sector Internal Audit Standards require that: The Chief Audit Executive must establish risk-based plans to determine the priorities of the internal audit activity, consistent with the organisation's goals. 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 | <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> |
| | 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 |
| | b. If yes to question a, have you completed and attached a DPIA including Data Protection Officer advice? N/A |
| | 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 |
| Equality Impact Assessment | 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 |
| | b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality? If yes, please explain answer. No |
| | <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> |
| Crime and Disorder | The Internal Audit & Counter Fraud Shared Service 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 outturns against the Performance Indicators in the Corporate Business Plan. The proportion of agreed actions identified by Internal Audit 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 Performance Report published on the council's website. |
| Safeguarding children and vulnerable adults | There are no direct safeguarding implications to this report. |