

Somerset County Council

Report of Internal Audit Activity

Plan Progress 2017/18 - June Update

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Summary

Our audit activity is split between:

- **Operational Audit**
- **School Themes**
- **Governance Audit**
- **Key Control Audit**
- **IT Audit**
- **Grants**
- **School and Early Years Reviews**
- **Follow-up Reviews**
- **Other Reviews**



Role of Internal Audit

The Internal Audit service for Somerset County Council is provided by South West Audit Partnership Limited (SWAP). SWAP is a Local Authority controlled Company. SWAP has adopted and works to the Standards of the Institute of Internal Auditors, further guided by interpretation provided by the Public Sector Internal Audit Standards (PSIAS), and also follows the CIPFA Code of Practice for Internal Audit. The Partnership is also guided by the Internal Audit Charter approved by the Audit and Governance Committee at its meeting on 12th April 2018.

Internal Audit provides an independent and objective opinion on the Authority's control environment by evaluating its effectiveness. Primarily the work includes:

- Operational Audit Reviews
- Cross Cutting Governance Audits
- Annual Review of Key Financial System Controls
- IT Audits
- Grants
- School and Early Years Reviews
- Follow-up Audits
- Other Special or Unplanned Reviews

Outturn to Date:

We rank our recommendations on a scale of 1 to 5, with 1 being minor or administrative concerns to 5 being areas of major concern requiring immediate corrective action



Internal Audit Work programme

The schedule provided at Appendix B contains a list of all audits as agreed in the Annual Audit Plan 2017/18. It is important that Members are aware of the status of all audits and that this information helps them place reliance on the work of Internal Audit and its ability to complete the plan as agreed.

Each completed assignment includes its respective “assurance opinion” rating together with the number and relative ranking of recommendations that have been raised with management. In such cases, the Committee can take assurance that improvement actions have been agreed with management to address these. The assurance opinion ratings have been determined in accordance with the Internal Audit “Audit Framework Definitions” as detailed at Appendix A of this document.

To assist the Committee in its important monitoring and scrutiny role, in those cases where weaknesses have been identified in service/function reviews that are considered to represent significant service risks, a summary of the key audit findings that have resulted in them receiving a ‘Partial Assurance Opinion’ is given as part of this report.

In circumstances where findings have been identified which are considered to represent significant corporate risks to the Council, due to their importance, these issues are separately summarised.

Summary of Audit Work 2017/18

Significant Corporate Risks

Identified Significant Corporate Risks should be brought to the attention of the Audit Committee.



Significant Corporate Risks

We provide a definition of the 4 Risk Levels applied within audit reports. For those audits which have reached report stage through the year, we have assessed the following risks as 'High' or 'Very High'.

For an overview of the significant findings refer to the next section which is a summary of partial opinions.

Review/Risks	Auditors Assessment
<p>Strategic Asset Management</p> <ol style="list-style-type: none"> 1. Asset management strategies are not aligned to the Council's priorities, preventing the Council's priorities from being fully achieved. 2. Governance arrangements for the ongoing work on asset rationalisation and review of the Corporate Asset Management Plan are inadequate, so this work is not fully completed and implemented, and benefits are not realised. 	<p>High</p>
<p>MTFP – Commissioning Driven Approach</p> <ol style="list-style-type: none"> 1. Planned savings are not supported by realistic assumptions and supporting information leading to a failure to deliver them as planned. 2. Ownership of savings targets and required actions is insufficiently understood and embedded at various levels of the organisation resulting in failure to deliver required financial savings. 3. Reporting, monitoring, and scrutiny arrangements are ineffective in identifying and acting upon areas of poor progress against planned savings targets resulting in a failure to deliver required financial savings. 	<p>High</p>

SWAP Performance - Summary of Partial Opinions

- **These are actions that we have identified as being high priority and that we believe should be brought to the attention of the Audit Committee.**



Summary of Partial Opinions

Ten audits finalised in the period were awarded partial assurance. The significant findings from this audit have been summarised below.

Debt Management

Since the last audit that took place a year ago there has been a significant update of the Income Management Code of Practice and we are satisfied that all improvements recommended have been addressed. There has also been significant work undertaken by the Exchequer Team, including a series of workshops run to address training needs and to resolve queries with specific service areas.

However, the improvements to guidance and procedures were not evident in the sample testing for this audit because they were only implemented two months before the audit commenced and had not yet become embedded. This means that the opinion of Partial was repeated, with further work planned for 2018/19 to confirm that compliance with the new Code is achieved.

MTFP – The Commissioning Driven Approach

The making of MTFP savings is necessary to achieve a sustainable budget and the difficulty in doing so with budgets decreasing alongside demand increasing is not underestimated. In previous years savings targets have been missed and therefore a new commissioning led approach was introduced in 2017/18. Forecasts indicate that this revised approach is failing to meet savings targets set. Although the difficulty in achieving savings is recognised this audit has reported issues that will affect the ability of the Council to maximise savings delivered.

Saving targets put forward were often referred to as 'arbitrary' or stretch targets by officers and little supporting evidence of how the targets would be achieved could be identified. This is best reflected by the fact that 32% of savings were considered unlikely to be achieved by the end of quarter one.

Ownership of savings targets is poorly defined across the themes as none of the governance structures reviewed include specific and / or accurate references to the savings to be made. Similarly, information in Commissioning Intention Plans and MTFP theme business cases is inconsistent with the stated MTFP savings to be made.

SWAP Performance - Summary of Partial Opinions

- **These are actions that we have identified as being high priority and that we believe should be brought to the attention of the Audit Committee.**

Reporting of savings takes place through pre-existing financial reporting structures and is based on RAG (Red, Amber, Green) assessments of the likelihood of savings being achieved. There is little evidence of systematic challenge or review of savings considered unlikely to be achieved and this is demonstrated by an increasing number of savings considered 'red' between quarter one and quarter three. Further to this, where savings are reported as being achieved this has often proved to be against an overall budget overspend in the service area where the saving is to be made.

The commissioning led or themed approach to Medium Term Financial Planning is clearly in its infancy and this is acknowledged. It is however the case that the themes are currently operating largely in parallel to previously existing structures in the organisation and that this is adversely affecting their ability to deliver savings.

Procurement – The Monitoring and Control of Savings Made

Commercial and third party spend is one of seven cross-cutting areas included in the themed approach to the Medium Term Financial Plan (MTFP). Future procurement activity has been identified as the main savings area within the commercial and third party spend theme and it is expected to deliver a minimum of £4.27m in savings between 2017 and 2020.

Our review of three procurement activities has identified several weaknesses in the corporate approach to identifying, agreeing and monitoring of procurement savings. It will be important for SCC to address these weaknesses as soon as possible to help ensure that maximum procurement-based savings can be realised. The significant findings reported were:

- Service areas could not always illustrate how spend figures included in Cabinet reports had been calculated.
- There is no review process in place through which the likelihood of achieving savings identified through procurement activity is discussed and agreed with service areas.
- A process for formally recording handover from the Commercial & Procurement service to service areas is not in place. Though a tool to determine the required levels of contract management and financial monitoring has been introduced, use of the tool is not mandatory.

SWAP Performance - Summary of Partial Opinions

- **These are actions that we have identified as being high priority and that we believe should be brought to the attention of the Audit Committee.**

Strategic Asset Management

The opinion given reflects the fact that the current version of the Corporate Asset Management Plan is out of date and a new version currently being written with publication planned for August 2018. This will reflect the Asset Rationalisation programme, a key element of the Corporate Property Group's activities. A key recommendation was to ensure there was sufficient resource to deliver the asset management plan as well as to support the asset rationalisation programme. It was also recommended that monitoring arrangements are reviewed to ensure they are effective in maintaining adequate oversight in relation to this.

Payroll -IR35

From 6th April 2017 it has been the responsibility of Public-Sector Bodies (PSBs) to determine whether individuals who are not directly employed are subject to IR35 legislation. Where it is identified that IR35 legislation applies, the PSB is required to deduct PAYE and NI from payments made for services provided.

These changes have presented a significant challenge to PSBs, including Somerset County Council, and controls relating to this are still being developed. We confirmed that the Council took proactive steps to identify potentially affected suppliers by contacting all service and strategic managers, and school leaders. Our testing of payments made to individuals deemed to be within the IR35 legislation also identified that tax and National Insurance deductions had been calculated correctly.

We identified two significant weaknesses which reduced the assurance level offered. Firstly, the council has not completed a thorough review of either its vendor list or contracts register to identify existing suppliers who may be affected by the new requirements. Secondly, cross-service arrangements for ensuring new suppliers are assessed on an ongoing basis have not yet been formally agreed, documented and implemented, which increases the risk that suppliers will be missed.

Adults - Mental Health Care Plans

Mental Health Social Care transferred to Somerset Council from Somerset Partnership NHS Trust in October 2016. The audit focussed the completion of emergency mental health assessments and care plans. In both areas, the audit sought to assess the timeliness of completion, consistency of recording and compliance with certain local and legislative requirements. As these were two distinct areas separate opinions were given and a Partial opinion was awarded in respect of Care Plans.

SWAP Performance - Summary of Partial Opinions

- **These are actions that we have identified as being high priority and that we believe should be brought to the attention of the Audit Committee.**

Firstly we were unable to establish whether Care Plans had been prepared on a timely basis as a benchmark has not currently been set to enable this to be effectively measured and monitored.

In addition, we reported a significant issue with the recording of review dates. The review module is used for recording health care reviews in addition to social care reviews and therefore we are unable to provide assurance that social care reviews are being completed when expected.

Adults – New Operating Model

Adult Social Care has implemented a new operating model to support, promote and enhance strong communities in order that people can live their lives as successfully, safely and independently as possible. As part of this, the approach at the front door (Somerset Direct) has changed significantly. The aim now is to resolve as many calls as possible at the first point of contact by offering a range of solutions within the local community and to find equipment/technology solutions to aid independence being examples of this.

The objective agreed was to be the most effective Adult Social Care first point of contact nationally. The audit did demonstrate that much had been achieved already, involving major changes to the roles of Adult Social Care advisors and a programme of training as been undertaken to support this. Conversations are now longer with an emphasis on outcomes and where appropriate referrals to Adult Social Care services. The Council's Community Connect internal web-based system; the Council's Easy Site web pages; and Somerset Choices website provide readily available sources of information. However, at the point that the audit was undertaken further work was still needed in relation to staff resilience issues and the feedback loop between Somerset Direct and the Social Care locality teams.

The close working between Adult Social Care and Somerset Direct has been a significant contributory factor in delivering the outcomes to date. The recommendations agreed in this report further demonstrate an ongoing joint commitment to address the areas remaining that will enable the new operating model to reach its potential.

SWAP Performance - Summary of Partial Opinions

- **These are actions that we have identified as being high priority and that we believe should be brought to the attention of the Audit Committee.**

Childrens – Part-time Timetables

All pupils of a compulsory school age are entitled to a full-time education. In exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. Any pastoral support programme or other agreement must have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision.

Following a consultation, Somerset County Council issued the Somerset Protocol on the Use of Part-time Timetables in December 2016. The Protocol outlines the Council's position on part-time timetables and defines the practice that must be followed by all schools in Somerset, including academies and pupil referral units.

This review assessed the degree to which schools comply with the requirements of the Somerset Protocol. It was found that no schools visited fully complied with the Somerset Protocol for several reasons, most pertinently:

- Schools not being aware of the Somerset Protocol;
- Schools not consistently completing Pastoral Support Plans;
- Schools not obtaining recorded parental agreement from parents; and
- Schools not having recorded safeguarding agreements with parents and alternative education providers, or risk assessments in place.

Most of these weaknesses relate to a lack of awareness of the Somerset Protocol and the procedures described in the Protocol not being appropriate for all circumstances which can lead to a part-time timetable. Our discussions with school representatives did not identify any clear instances where a part-time timetable had been used inappropriately, however the Somerset Protocol requires revision and supporting templates to assist schools in conforming with its requirements.

ICT Network Resilience and Authentication

A previous audit had identified that access to the high availability Microsoft Azure network in the cloud, had County Hall as a single point of failure. This review concluded that the risk to business continuity has not been mitigated. The BT ExpressRoute, implemented to access the Azure cloud environment, has not proven to be as resilient as expected and this is now thought of as a single point of failure, further reducing the assured resiliency of the network.

There is an ongoing network improvement project dedicated to upgrading the SCC LAN/WAN infrastructure and

Summary of Work 2017/18

SWAP Performance - Summary of Partial Opinions

- These are actions that we have identified as being high priority and that we believe should be brought to the attention of the Audit Committee.

functionality. There is still a significant amount of work planned and needing delivery until County Hall is no longer a single point of failure for many SCC applications and services.

ICT Controls - SAP

The opinion offered relates principally to the weakness of the control framework around user access. It was identified that:

- Dormant users are not periodically reviewed;
- SAP user access privileges is not periodically reviewed;
- There are no password settings in relation to non-single sign on accounts; and
- Leavers are not always removed from the Active Directory.

Update 2016/17 and 2017/18



Internal Audit Work Programme Progress to Date

Summary of Work 2017/18

Completed Assignments in the Period

Refer to Appendix B for detail of the individual audits. There has been a focused effort to complete the plan and this can be seen by the fact that 20 audits have been finalised since the last report. All audit work is now at report stage, with just six reports yet to be finalised.

In addition, 28 school visits and 11 early years visits have finalised this year.

The Assistant Director for SWAP reports performance on a regular basis to the SWAP Management and Partnership Boards.



SWAP Performance

SWAP performance is subject to regular monitoring review by both the Board and at Member Meetings. The respective performance results for Somerset County Council and other SWAP partners, for the year to the end of March 2017 is as follows:

Performance Target	SCC Performance
<u>Audit Plan – Percentage Progress</u> Final, Draft and Discussion Reports	100%
<u>Draft Reports</u> Issued within 5 working days	73%
<u>Final Reports</u> Issued within 10 working days of discussion of draft report	76%
<u>Quality of Audit Work</u> Customer Satisfaction Questionnaire	86%

We keep our audit plans under regular review so as to ensure that we auditing the right things at the right time.



Approved Changes to the Plan

As reported through the year additional audit reviews have been added to the plan, particularly during Q3. The plan needs to be flexible to be able to respond to such requests, to ensure that areas of high priority and risk can be accommodated. This meant that some planned audit work scheduled for Q3 was delayed. It has also been necessary to defer some audits to accommodate this additional work, some of these audits directly related to the Healthy Organisation work and these will be treated as priority audits in next year's plan. To prevent having to compromise the plan by deferring further work, some work has also been commissioned in addition to the plan and SWAP will be paid separately for this.



Conclusion

Additional audit work carried out in Q3 has meant that completion of planned work was delayed. In addition, requests were made for some audits to be delayed to Q4 and together this created a heavy workload for the final quarter of the year. We are however pleased to be able to report that the audit plan has been successfully delivered with all audits now at report stage.

At the conclusion of audit assignment work each review is awarded a “Control Assurance Definition”;

- Substantial
- Reasonable
- Partial
- None



Audit Framework Definitions

Control Assurance Definitions

Substantial	▲ ★ ★ ★	I am able to offer substantial assurance as the areas reviewed were found to be adequately controlled. Internal controls are in place and operating effectively and risks against the achievement of objectives are well managed.
Reasonable	▲ ★ ★ ★	I am able to offer reasonable assurance as most of the areas reviewed were found to be adequately controlled. Generally risks are well managed but some systems require the introduction or improvement of internal controls to ensure the achievement of objectives.
Partial	▲ ★ ★ ★	I am able to offer Partial assurance in relation to the areas reviewed and the controls found to be in place. Some key risks are not well managed and systems require the introduction or improvement of internal controls to ensure the achievement of objectives.
None	▲ ★ ★ ★	I am not able to offer any assurance. The areas reviewed were found to be inadequately controlled. Risks are not well managed and systems require the introduction or improvement of internal controls to ensure the achievement of objectives.

Categorisation of Recommendations

When making recommendations to Management it is important that they know how important the recommendation is to their service. There should be a clear distinction between how we evaluate the risks identified for the service but scored at a corporate level and the priority assigned to the recommendation. No timeframes have been applied to each Priority as implementation will depend on several factors; however, the definitions imply the importance.

Service	Audit Type	Audit Name	Qtr	Status	Opinion	Start Date	No of Rec	5 = Major ← 1 = Minor					Comments
								Recommendation					
								5	4	3	2	1	
Childrens Services	Follow Up	Retention of Foster Carers Follow-Up	Q1	Final	n/a	07/04/2017	0	0	0	0	0	0	Second follow-up – systems in place but compliance still needs to improve. Recommend risk now transferred to service.
Childrens Services	Follow Up	Multi Agency Safeguarding Board Follow-Up	Q1	Final	n/a	10/04/2017	0	0	0	0	0	0	Satisfactory progress - removed from JCAD.
ICT	ICT	Readiness for the New General Data Protection Regulations (GDPR)	Q1	Final	Partial	01/05/2017	9	0	4	5	0	0	
ICT	Follow Up	Homefinders - Follow Up	Q1	Final	n/a	12/07/2017	0	0	0	0	0	0	Follow-up work complete and ongoing risk being tolerated until system replaced.
Information management	Governance, Fraud & Corruption	Data Subject Access Requests (DSAR)	Q1	Final	Partial	02/05/2017	9	0	2	7	0	0	
Finance and Performance	Operational	Dillington House Financial Controls Review	Q1	Final	Advisory	05/05/2017	10	0	3	7	0	0	Addition to Plan – opinion based review to be performed next year.
Adult Services	Follow Up	Personal Budgets Follow-Up	Q1	Final	n/a	01/04/2017	0	0	0	0	0	0	Satisfactory progress - removed from JCAD.
ICT	ICT	RIPA Use of Internet as a means of Surveillance	Q1	Final	Partial	01/05/2017	5	0	1	4	0	0	

Internal Audit Plan Progress 2017/18

Service	Audit Type	Audit Name	Qtr	Status	Opinion	Start Date	No of Rec	5 = Major ← 1 = Minor					Comments
								Recommendation					
								5	4	3	2	1	
Health and safety	Follow Up	Health & Safety - Premises Management SCC Establishments Follow-Up	Q1	Final	n/a	02/06/2017	0	0	0	0	0	0	Further audit work required - not removed from JCAD. Scheduled for Q3 (see below).
Adult Services	Follow Up	Deprivation of Liberty Follow-Up	Q1	Final	n/a	10/07/2017							Follow-up work complete and residual risk being tolerated by service (nationwide issue)
Schools	School Theme	Financial Governance, Budget Planning and Monitoring	Q1	Final	Reasonable	12/06/2017	14	0	1	13	0	0	Based on summer term school visits.
Property Services	Operational	Contract Letting and Management	Q1	Final	Advisory	26/07/2017							
HR	Operational	People Strategy	Q2	Final	Advisory	10/08/2017							Advice on new people strategy
Schools	Advice	Schools Financial Value Standard Moderation	Q2	Final	Advisory	07/09/2017							
Human Resources	Governance, Fraud & Corruption	Staff Benefit Scheme – HMRC compliance	Q2	Final	Reasonable	08/08/2017	3	0	0	3	0	0	Addition to Plan
Human Resources	Operational	Staff Benefit Scheme	Q2	Final	Advisory	22/08/2017							
ECI	Operational	Use of Agency staff	Q2	Final	Advisory	08/09/2017							

Internal Audit Plan Progress 2017/18

Service	Audit Type	Audit Name	Qtr	Status	Opinion	Start Date	No of Rec	5 = Major ← 1 = Minor					Comments
								Recommendation					
								5	4	3	2	1	
Childrens Services	Early Years	Early Years Themed & Follow Up Report	Q2	Final	Reasonable	31/07/2017						Progress sufficient to be removed from JCAD.	
Procurement	Governance, Fraud & Corruption	Social Value Policy	Q1	Final	Reasonable	26/06/2017							
Schools	School	School Theme - Schools Financial Value Standard (SFVS)	Q3	Final	Reasonable	09/10/2017	15	0	1	14	0	0	Based on autumn term school visits.
ICT	ICT	Payment Card Industry Data Security Standard compliance	Q2	Final	Partial	11/07/2017	12	0	1	11	0	0	
Children and Families	Operational	Financial Controls - Childrens Centre	Q2	Final	Advisory	28/08/2017							
Finance and Performance	Governance, Fraud & Corruption	Local Preparations for Managing National Fraud Risks	Q2	Final	Advisory	03/08/2017	4	0	0	4	0	0	
Public Health	Operational	Vulnerable Person Resettlement Programme	Q3	Final	Advisory	08/11/2017	7	0	3	4	0	0	Commissioned audit in addition to plan.
Education	Follow Up	The Education of Children Looked After Follow-up	Q2	Final	n/a	31/07/2017	0	0	0	0	0	0	Virtual school actions now in place which are the majority of recommendations.
Finance & Performance	Follow Up	Cash Handling - Implementation of Policy Follow-Up	Q3	Final	n/a	11/12/2017	0	0	0	0	0	0	Full audit included in 18/19 plan once Policy embedded.

Internal Audit Plan Progress 2017/18

Service	Audit Type	Audit Name	Qtr	Status	Opinion	Start Date	No of Rec	5 = Major ← 1 = Minor					Comments
								Recommendation					
								5	4	3	2	1	
Children Services	Operational	Children's Direct Payments	Q2	Final	Partial	01/08/2017	5	0	2	3	0	0	
Adult Services	Operational	Risk of Care Provider Failure	Q2	Final	Partial	14/08/2017	10	0	3	7	0	0	Deferred from Q1 due to restructure within Adult Services.
School Theme	Follow-up	The Planned use of school balances Follow-up	Q4	Final	n/a	09/01/2018	0	0	0	0	0	0	Progress sufficient to be removed from JCAD.
Education	Follow Up	Health & Safety - Premises Management Schools/ other SCC establishments Follow-Up	Q3	Final	n/a	05/01/2018	0	0	0	0	0	0	Progress sufficient to be removed from JCAD.
Childrens Services	Key Control	Troubled Families certification of claims	Q1	Final	n/a	28/07/2017	0	0	0	0	0	0	All claims for 17/18 certified.
Corporate	Operational	Healthy Organisation Strategic Review - Follow-Up	Q1	Final	n/a	01/04/2017	0	0	0	0	0	0	
Transport and infrastructure	Advice	Concessionary Fares	Q1	Final	n/a	01/04/2017	0	0	0	0	0	0	Ongoing advice through the year.
Finance & Performance	Key Control	Debt Management	Q3	Final	Partial	9/11/2017	7	0	3	4	0	0	
Business Development	Governance, Fraud & Corruption	Procurement - The Monitoring and Control of Savings Made	Q2	Final	Partial	11/09/2017	8	0	4	4	0	0	

Internal Audit Plan Progress 2017/18

Service	Audit Type	Audit Name	Qtr	Status	Opinion	Start Date	No of Rec	5 = Major ← 1 = Minor					Comments
								Recommendation					
								5	4	3	2	1	
Finance & Performance	Governance, Fraud & Corruption	MTFP - The Commissioning Lead Approach	Q2	Final	Partial	16/08/2017	10	0	7	3	0	0	
Adult Services	Operational	Mental Health	Q3	Final	Reasonable/Partial	13/11/2017	6	0	3	3	0	0	Two distinct areas reviewed resulting in the award of separate opinions.
ECI	Governance, Fraud & Corruption	Strategic Asset Management	Q4	Final	Partial	02/02/2018	9	0	3	6	0	0	
ECI	Follow Up	Section 106 Agreements Follow-Up	Q4	Final	n/a	07/02/2018	0	0	0	0	0	0	Progress ongoing as new system being implemented – further work scheduled for 18/19.
ICT	Follow-up	Position Statement on Outstanding Follow-Up Audits including Software and Healthy Organisation	Q4	Final	n/a	05/03/2018	0	0	0	0	0	0	
Adult Services	Operational	The Efficiency and Effectiveness of the New Operating Model	Q4	Final	Partial	08/01/2018	9	0	2	7	0	0	
Finance & Performance	Key Control	Creditors	Q4	Final	Reasonable	13/11/2017	8	0	0	8	0	0	
ICT	ICT	Network Resilience and Authentication	Q3	Final	Partial	01/10/2017	3	0	2	1	0	0	

Internal Audit Plan Progress 2017/18

Service	Audit Type	Audit Name	Qtr	Status	Opinion	Start Date	No of Rec	5 = Major ← 1 = Minor					Comments
								Recommendation					
								5	4	3	2	1	
Education	Follow-up	The Transport of Children Follow-up	Q4	Final	n/a	23/02/2018	0	0	0	0	0	0	Service has accepted the management of the residual risk.
ICT	Follow Up	Incident/Problem/Change Management - Follow Up	Q4	Final	n/a	15/01/2018	0	0	0	0	0	0	Progress sufficient to be removed from JCAD.
Education	Operational	Use of Part-Time Timetables in Schools	Q3	Final	Partial	13/10/2017	7	0	4	3	0	0	
Finance & Performance	Key Control	Payroll (including IR35)	Q3	Final	Reasonable/Partial	02/10/2017	10	0	2	8	0	0	Two distinct areas reviewed resulting in the award of separate opinions
School	School Theme	School Theme – E-Safety	Q4	Final	Reasonable	21/02/2018	6	0	0	6	0	0	
ECI	Operational	Highways Advice for District Housing Development Schemes.	Q4	Final	Advisory	05/03/2018	3	0	2	1	0	0	Advisory piece of work.
ICT	ICT	SAP - Financial System IT Controls	Q3	Final	Partial	12/12/2017	9	0	4	5	0	0	
Adult Services	Follow Up	Safeguarding Follow-up	Q3	Final	n/a	07/03/2018	0	0	0	0	0	0	Progress sufficient to be removed from JCAD.
ICT	ICT	Threat Management	Q4	Final	Advisory	31/01/2018	0	0	0	0	0	0	
ICT	ICT	Business Applications - Capita One	Q2	Final	Reasonable	11/07/2017	7	0	1	6	0	0	

Internal Audit Plan Progress 2017/18

Service	Audit Type	Audit Name	Qtr	Status	Opinion	Start Date	No of Rec	5 = Major ← 1 = Minor					Comments
								Recommendation					
								5	4	3	2	1	
ICT	Follow-up	Hardware and Software Asset Management - Follow Up	Q4	Draft		15/01/2018							
Adults Services	Follow Up	Adults Income Collection - Personal Finance Contributions Follow-up	Q4	Draft		23/01/2018							Deferred from Q2 to allow sufficient time for agreed actions to be implemented following service restructure.
ECl	Key Control	Concessionary Fares - Key Control Review	Q4	Discussion document		24/01/2018							
Adult Services	Follow Up	Direct Payments – ISP interface Follow-Up	Q4	Discussion document		01/02/2018							Deferred from Q2 to allow sufficient time for agreed actions to be implemented following service restructure.
Corporate	Governance, Fraud & Corruption	Corporate Contracts - Performance Management	Q3	Discussion document		15/01/2018							
ICT	ICT	Active Directory/User Admin	Q4	Discussion document		26/02/2018							
Childrens Services	Follow Up	Independent Placements for CLA and Education - Financial Controls Follow-up	Q3	In Progress (merged with 18/19 audit)		09/01/2018							Agreed to combine with 2018/19 childrens placements panel audit.

Internal Audit Plan Progress 2017/18

Service	Audit Type	Audit Name	Qtr	Status	Opinion	Start Date	No of Rec	5 = Major ← 1 = Minor					Comments
								Recommendation					
								5	4	3	2	1	
Adults Services	Follow Up	Adults Placements	Q4	Deferred								Deferred to 2018/19 due to restructure of local finance teams.	
Finance & Performance	Governance, Fraud & Corruption	Performance Management - Service Planning	Q4	Deferred								Deferred to Q1 2018/19 due to additional time spent on audits added to the plan in the year.	
HR	Governance, Fraud & Corruption	Workforce Planning	Q4	Deferred								Deferred to Q1 2018/19 and replaced with Staff Benefit Scheme advisory review.	
Corporate	Governance, Fraud & Corruption	Procurement - Category Management	Q4	Deferred								Deferred to Q1 2018/19 and replaced with advisory reviews.	
Corporate	Governance, Fraud & Corruption	Corporate Management of Health and Safety	Q3	Deferred								Deferred to 2018/19	
Business Development	Governance, Fraud & Corruption	Project Management - Non Core Council Programme including Benefit Realisation	Q3	Deferred								Deferred to 2018/19	
Business Development	Governance, Fraud & Corruption	Project Management - Benefits Realisation of Projects Outside of Core Council Programme	Q3	Removed								Replaced with Contract Letting and Management advisory review. Benefits Realisation will be included in Q3 Project Management Audit.	

Internal Audit Plan Progress 2017/18

Service	Audit Type	Audit Name	Qtr	Status	Opinion	Start Date	No of Rec	5 = Major ← 1 = Minor					Comments
								Recommendation					
								5	4	3	2	1	
ICT	Follow Up	AIS - Data Quality Follow-Up	Q2	Removed								Follow-up work complete and ongoing risk being tolerated. Days added to Adults income collection.	
Education	Operational	Structural Failure of School Buildings	Q4	Removed								Removed from the plan to release time for additional advisory work.	
Business Development	Governance, Fraud & Corruption	Value for Money Strategy and Reporting	Q3	Removed								Replaced with Highways Advice for District Housing Development Schemes.	
Schools													
Schools	School	School Theme – Financial Governance Beech Grove	Q1	Final	Reasonable	05/07/2017	10	0	0	10	0	0	
Schools	School	School Theme – Financial Governance Critchill	Q1	Final	Reasonable	05/07/2017	11	0	1	10	0	0	
Schools	School	School Theme – Financial Governance Heathfield	Q1	Final	Reasonable	05/06/2017	8	0	0	8	0	0	
Schools	School	School Theme – Financial Governance St Marys	Q1	Final	Reasonable	05/06/2017	5	0	0	5	0	0	
Schools	School	School Theme – Financial Governance Stoberry	Q1	Final	Reasonable	05/06/2017	6	0	0	6	0	0	

Internal Audit Plan Progress 2017/18

Service	Audit Type	Audit Name	Qtr	Status	Opinion	Start Date	No of Rec	5 = Major ← 1 = Minor					Comments
								Recommendation					
								5	4	3	2	1	
Schools	School	School Theme – Financial Governance Swanmead	Q1	Final	Reasonable	05/06/2017	10	0	1	9	0	0	
Schools	School	School Theme – Financial Governance Wadham	Q1	Final	Partial	05/06/2017	15	0	3	12	0	0	
Schools	School	School Theme – Financial Governance Winsham	Q1	Final	Partial	05/07/2017	11	0	2	9	0	0	
Schools	Follow-up	Churchstanton - SFVS Follow-Up	Q1	Final	n/a	04/07/2017	n/a	0	0	0	0	0	
Schools	Follow-up	Penrose School - School Balances Follow-Up	Q1	Final	n/a	26/06/2017	n/a	0	0	0	0	0	
Schools	School	School Theme – SFVS Ashcott	Q3	Final	Reasonable	09/10/2017	12	0	0	12	0	0	
Schools	School	School Theme – SFVS Avalon	Q3	Final	Reasonable	09/10/2017	11	0	0	11	0	0	
Schools	School	School Theme – SFVS Cheddar First	Q3	Final	Reasonable	09/10/2017	12	0	0	9	3	0	
Schools	School	School Theme – SFVS Vallis First	Q3	Final	Reasonable	09/10/2017	13	0	1	9	3	0	
Schools	School	School Theme – SFVS West Huntspill	Q3	Final	Reasonable	09/10/2017	15	0	0	12	3	0	
Schools	School	School Theme – SFVS Castle Cary	Q3	Final	Reasonable	12/10/2017	13	0	0	13	0	0	
Schools	School	School Theme – SFVS St Benedict's	Q3	Final	Reasonable	09/10/2017	16	0	0	16	0	0	

Internal Audit Plan Progress 2017/18

Service	Audit Type	Audit Name	Qtr	Status	Opinion	Start Date	No of Rec	5 = Major ← 1 = Minor					Comments
								Recommendation					
								5	4	3	2	1	
Schools	School	School Theme – SFVS Norton Sub-Hamdon	Q3	Final	Reasonable	09/10/2017	15	0	0	11	4	0	
Schools	Follow-up	King Ina School Safeguarding Follow - Up	Q3	Final	n/a	12/01/2018	n/a	0	0	0	0	0	
Schools	School	School Theme – E-Safety Cotford St Luke	Q4	Final	Reasonable	26/02/2018	5	0	0	5	0	0	
Schools	School	School Theme – E-Safety St Pauls	Q4	Final	Substantial	26/02/2018	2	0	0	2	0	0	
Schools	School	School Theme – E-Safety Elmwood	Q4	Final	Partial	26/02/2018	5	0	1	4	0	0	
Schools	School	School Theme – E-Safety Horsington	Q4	Final	Substantial	26/02/2018	2	0	0	2	0	0	
Schools	School	School Theme – E-Safety Fairlands	Q4	Final	Reasonable	26/02/2018	2	0	0	2	0	0	
Schools	School	School Theme – E-Safety Holyrood Academy	Q4	Final	Reasonable	26/02/2018	3	0	0	3	0	0	
Schools	School	School Theme – E-Safety Huish Academy	Q4	Final	Reasonable	26/02/2018	5	0	0	5	0	0	
Schools	Follow-up	Churchstanton SFVS follow up	Q4	Final	n/a	22/03/2018	0	0	0	0	0	0	
Schools	Follow-up	St Georges Prevention of Fraud follow up	Q4	Final	n/a	15/04/2018	0	0	0	0	0	0	

Internal Audit Plan Progress 2017/18

Service	Audit Type	Audit Name	Qtr	Status	Opinion	Start Date	No of Rec	5 = Major ← 1 = Minor					Comments
								Recommendation					
								5	4	3	2	1	
Early Years													
Childrens Services	Early Years	Billy's Young Stars Nursery (Butlins Minehead)	Q1	Final	Reasonable	22/06/2017	4	0	0	4	0	0	
Childrens Services	Early Years	Churchfield Nursery (Highbridge)	Q1	Final	Partial	16/06/2017	6	0	2	4	0	0	
Childrens Services	Early Years	Little Otters Pre-School (Combwich)	Q1	Final	Reasonable	20/06/2017	5	0	0	5	0	0	
Childrens Services	Early Years	Sunny Ile Pre-School (Ilminster)	Q1	Final	Reasonable	06/06/2017	3	0	0	3	0	0	
Childrens Services	Early Years	Wellesley Park Pre-School (Wellington)	Q1	Final	Reasonable	13/06/2017	4	0	0	4	0	0	
Childrens Services	Early Years	Heron Pre-School (Ilchester)	Q1	Final	Reasonable	15/06/2017	3	0	0	3	0	0	
Childrens Services	Early Years	Charlotte Hamlin (Merriott)	Q3	Final	Reasonable	23/11/2017	4	0	1	3	0	0	
Childrens Services	Early Years	Community Kids (Bruton)	Q3	Final	Reasonable	27/11/2017	4	0	1	3	0	0	
Childrens Services	Early Years	Steiner Academy (Frome)	Q3	Final	Partial	1/12/2017	4	0	1	3	0	0	
Childrens Services	Early Years	Holyrood Playgroup (Chard)	Q3	Final	Partial	5/12/2017	5	0	1	4	0	0	
Childrens Services	Early Years	Next Steps Childcare (Shepton Mallet)	Q3	Final	Partial	04/12/2017	3	0	2	1	0	0	