

APPENDIX 2 – High Priority Recommendations

2017-18 Internal Audit Annual Report Audit Committee – 15th October 2018

Introduction

This appendix summarises high priority recommendations arising in 2017-18 from audit reviews that attracted a ‘no’ or ‘limited’ assurance rating. It provides Members with an overview of recommendations made in areas where control weaknesses have been identified that have constituted high risk to specific service objectives.

Satisfactory management responses to audit recommendations have been obtained. Follow up reviews are in the process of being conducted in 2018-19 to assess the level of implementation of audit recommendations.

Reference	Audit Title
CC17-3	IR 35 - Off-Payroll Working Through An Intermediary
Three high priority recommendations were raised relating to: <ol style="list-style-type: none">1. Schools – guidance and monitoring arrangements,2. Review of existing arrangements – retention of documents,3. Review and monitoring of future engagements.	

Number	Audit Title
CC17_5	Contract Management
Four high priority recommendations were raised relating to: <ul style="list-style-type: none">• Ownership and accountability of Council-wide contract management arrangements,	

Number	Audit Title
CC17_5	Contract Management
	<ul style="list-style-type: none"> • Management information, • Contingency planning, • Dedicated contract management time.
Number	Audit Title
CC17_10	Gifts & Hospitality and Declarations of Interest – Employees
	<p>Two high priority recommendations were raised relating to:</p> <ul style="list-style-type: none"> • Policy and guidance, • Oversight and monitoring.

Number	Audit Title
R17_3	Continuous Auditing of Key Financial Systems
	<p>We reviewed the following key financial systems during 2017/18: Cash Management, Accounts Payable, Treasury Management, Council Tax & NNDR, and Parking. Six high priority recommendations were raised relating to:</p>
	<p>Cash management</p> <ul style="list-style-type: none"> • Cash deposit reconciliations, • Suspense account analysis, • Bank reconciliations. <p>Accounts payable</p> <ul style="list-style-type: none"> • Authorisation of payment card expenditure, • Supporting documentation for new suppliers, • Lack of a three-way match in the purchase order system.

Number	Audit Title
CS17_2	SEN Transport
<p>Seven high priority recommendations were raised relating to:</p> <ul style="list-style-type: none"> • Disclosure and barring service clearances, • Service level agreements, • Commissioning roles and responsibilities, • Budget and financial monitoring, • Eligibility assessments, • Value for money, • Risk assessments and passenger transport forms. 	
Number	Audit Title
CS17_5	Hargrave School
<p>Two high priority recommendations were raised relating to:</p> <ul style="list-style-type: none"> • Purchasing policy and document retention for purchases, • Data security policy. 	

Number	Audit Title
HASS17_7	Hornsey Lane Tenant Management Organisation
<p>Six high priority recommendations were raised relating to:</p> <ul style="list-style-type: none"> • Pre-employment vetting controls, • Repairs and maintenance policy, • Business continuity and disaster recovery planning, • Procurement policies and procedures, • Approved suppliers' safe and insurance certifications, 	

Number	Audit Title
HASS17_7	Hornsey Lane Tenant Management Organisation
<ul style="list-style-type: none"> • Data security policy. 	

Number	Audit Title
FR16_03	Role of Senior Information Risk Officer (SIRO)
<p>Two high priority recommendations were raised relating to:</p> <ul style="list-style-type: none"> • Position and role of the SIRO across the Councils and in relation to the Shared Digital Service, • Information risk policies and procedures within Shared Digital. 	

Number	Audit Title
HASS16_1	Adult Social Care – Contingency Planning for Provider Failure
<p>Three high priority recommendations were raised relating to: Business continuity plans, Plans for minimising risk of provider failure, The monitoring of the financial status of care home providers.</p>	

Number	Audit Title
CC16_2	Cyber Security
<p>One high priority recommendation was raised relating to the cyber security strategy.</p>	

APPENDIX ENDS