

Report of the Chief Officer (Financial Services)

Report to Corporate Governance and Audit Committee

Date: 28 January 2019

Subject: Internal Audit Update Report November to December 2018

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. The Corporate Governance and Audit Committee has responsibility for reviewing the adequacy of the council's corporate governance arrangements. Reports issued by Internal Audit are a key source of assurance providing the Committee with some evidence that the internal control environment is operating as intended. This report provides a summary of the Internal Audit activity for the period from November to December 2018 and highlights the incidence of any significant control failings or weaknesses.
2. The detailed proposals for the Audit Plan for 2019/20 will be presented to the Corporate Governance and Audit Committee at the meeting in March 2019.

Recommendations

3. The Corporate Governance and Audit Committee is asked to receive the Internal Audit Update Report covering the period from November to December 2018 and note the work undertaken by Internal Audit during the period covered by the report. The Committee is also asked to note that there have been no limitations in scope and nothing has arisen to compromise the independence of Internal Audit during the reporting period.
4. Members are invited to provide any suggestions on the coverage of the Audit Plan for 2019/20 arising from the work of this Committee. These will be incorporated into the audit planning process.

1 Purpose of this report

- 1.1 The purpose of this report is to provide a summary of the Internal Audit activity for the period November to December 2018 and highlight the incidence of any significant control failings or weaknesses.

2 Background information

- 2.1 The Corporate Governance and Audit Committee has responsibility for reviewing the adequacy of the council's corporate governance arrangements, including matters such as internal control and risk management. The reports issued by Internal Audit are a key source of assurance providing the Committee with some evidence that the internal control environment is operating as intended.
- 2.2 The reports issued by Internal Audit are directed by the Internal Audit Annual Plan. This has been developed in line with the Public Sector Internal Audit Standards (PSIAS) and has been reviewed and approved by the Committee.
- 2.3 The Corporate Governance and Audit Committee considers the council's arrangements relating to internal audit requirements, including monitoring the performance of Internal Audit.
- 2.4 This update report provides a summary of the Internal Audit activity for the period from November to December 2018.

3 Main issues

3.1 Audit Reports Issued

- 3.1.1 The title of the audit reports issued during the reporting period and level of assurance provided for each review is detailed in table 1. Depending on the type of audit review undertaken, an assurance opinion may be assigned for the control environment, compliance and organisational impact. The control environment opinion is the result of an assessment of the controls in place to mitigate the risk of the objectives of the system under review not being achieved. A compliance opinion provides assurance on the extent to which the controls are being complied with. Assurance opinion levels for the control environment and compliance are categorised as follows: substantial (highest level); good; acceptable; limited and no assurance.
- 3.1.2 Organisational impact is reported as either: major, moderate or minor. Any reports issued with a major organisational impact will be reported to the Corporate Leadership Team along with the relevant directorate's agreed action plan.

Table 1: Summary of Reports Issued November to December 2018

Report Title	Audit Opinion		
	Control Environment Assurance	Compliance Assurance	Organisational Impact
Key Financial Systems			
Income Management System ¹	Substantial	Substantial	Minor
Communities and Environment			
Leeds Carnival and Black Music Festival Event Management Arrangements	Acceptable	N/A	Moderate
Electoral Roll	Good	Good	Minor
Resources and Housing			
Homelessness and Temporary Accommodation (Homelessness Reduction Act 2017)	Good	Good	Minor
Private Sector Legislation – Homes of Multiple Occupancy	Acceptable	Acceptable ²	Minor
Procurement and Contracts			
Waivers of Contract Procedure Rules	Acceptable ³	Acceptable	Moderate
Nursing and Residential Care Framework Contract	Substantial	N/A	Minor
ICT and Information Governance			
Externally Hosted Software	Acceptable	N/A	Minor
Schools			
School voluntary fund	Certification of balances		

¹ The scope of the audit included relevant Business Application objectives

² Although acceptable assurance was provided for compliance with the control environment, limited assurance was given for one of the three objectives covered as part of the review. Further information is provided below at 3.2.9

³ Although acceptable assurance was provided for the control environment, limited assurance was given for one of the three objectives covered as part of the review. Further information is provided below at 3.2.6

Report Title	Audit Opinion		
	Control Environment Assurance	Compliance Assurance	Organisational Impact
Adults and Health			
Learning Disability Pooled Budget	Acceptable	N/A	Minor
Children and Families			
Direct Payments Follow Up	Good	Acceptable	Minor

3.1.3 In addition to the reports detailed in table 1 above, the following assurance has been finalised during the reporting period:

- Disabled Facilities Grant Claim

3.2 Summary of Audit Activity and Key Issues

3.2.1 During the reporting period, there have been no limitations in scope and nothing has arisen to compromise our independence. We have finalised 12 audit reviews (excluding data analytics, work for external clients and fraud and irregularity work) and we have not identified any issues that would necessitate direct intervention by the Corporate Governance and Audit Committee.

3.2.2 Having identified some pressures in the Leeds Carnival and Black Music Festival event management arrangements, the Director of Communities and Environment engaged the assistance of Internal Audit. Our initial audit work substantiated a number of areas for improvement that were recognised within the service, and this culminated in the audit findings being reported to the Corporate Leadership Team in May 2018. Additional measures and actions were subsequently agreed and put in place ahead of the carnival taking place over the 2018 August Bank Holiday weekend. We have since refreshed the audit work to reflect on this year's event and to reaffirm the actions required to further strengthen the event planning and management arrangements going forward.

3.2.3 Acceptable assurance has been provided for the control environment as it is clear that steps have been taken to determine the level of resource required to manage the planning and delivery of the event. An established governance structure is in place that is designed to encourage key planning tasks to be completed at a stage that builds in review, challenge and relevant stakeholder engagement through a Safety Advisory Group (SAG). Recommendations have been agreed that are primarily geared towards timetabling and organising all of the event planning tasks in accordance with the timescales set out by the SAG, and thus enabling all of the necessary actions to be agreed and assigned well in advance of the event. The audit findings have been fed back to a number of key stakeholders and our recommendations are already being taken forward within the relevant service areas. Continued progress against the actions highlighted within our report will

help to ensure that the council is taking the necessary steps to mitigate the risk of a preventable incident impacting on the safe delivery of the event.

Limited or No Assurance Opinions

- 3.2.4 Of the audit reviews finalised during the period, no weaknesses have been identified that would result in a 'major' organisational impact.
- 3.2.5 No audits have resulted in a limited or no assurance opinion overall, however the following two audits resulted in a limited assurance opinion for part of the audit coverage.

Waivers of Contract Procedure Rules

- 3.2.6 An overall opinion of acceptable assurance has been provided for our review of waivers of Contract Procedure Rules (CPRs). There are provisions within CPRs that allow for exceptional circumstances in which certain requirements of the rules may be waived when undertaking procurements and any decision to waive CPRs is ultimately taken at directorate level by officers with appropriate delegated authority. CPRs outline a high level summary of the controls that must be adhered to in respect of documentation and authorisation when completing a waiver, and this provides assurance that the associated requirements are set out within the council's formal policy framework.
- 3.2.7 It is important to ensure that decisions to waive CPRs are supported by a sufficient level of information to confirm that the financial, legal and transparency implications have been duly considered and addressed. In reviewing a sample of waivers we found that there were some inconsistencies in the quality of information included within waiver reports, therefore Procurement and Commercial Services (PACS) have agreed to review and refresh the guidance available. A key recommendation arising from our audit work is also the promotion of greater engagement between PACS and directorates ahead of the stage at which a decision is taken to waive CPRs. By formalising a requirement for directorates to consult with PACS prior to submitting a waiver report for decision, this should enable PACS to impart relevant expertise and influence during the procurement process and will help to minimise the prospect of waivers being completed where an alternative course of action could have offered better value for money or regulatory compliance.
- 3.2.8 Whilst the evidence reviewed in our audit suggests that it is a minority of waivers that are being completed because insufficient time has been allowed to plan and undertake a full procurement process, it is particularly important that any such circumstances are identified and addressed from the perspective of learning and continuous improvement. We identified a gap in the extent to which waivers are reviewed and analysed to enable lessons to be learned and fed back into the procurement process, leading to an opinion of limited assurance for the controls in this specific area. Reinforcing PACS' oversight of waivers will ensure there is a greater level of awareness centrally around the volume of waivers being processed and the reasons for doing so. The intelligence gathered through this process can then be used to continually inform strategic procurement planning and support the council's ambition to be an efficient and enterprising organisation.

PACS have agreed our recommendation to ensure that the register of waivers is routinely shared with Category Managers and used to identify opportunities to improve procurement practices across the authority.

Private Sector Legislation – Homes of Multiple Occupancy

- 3.2.9 A house in multiple occupation (HMO) is a property rented out by at least three people who are not from one 'household' but share facilities like the bathroom and kitchen. A licence is required if a large HMO in England or Wales is rented out, and central government places the onus on local authorities to administer this process and to inspect HMOs to ensure that certain minimum standards are being met. The extra rules are there to reduce the risk of fire and to make sure that people living in shared houses or flats have adequate facilities.
- 3.2.10 The review resulted in a good assurance opinion being provided for the arrangements in place to issue licenses and for the proactive measures in place to identify properties which are operating without a license. However weaknesses were identified in the inspections process which has led to a limited opinion being given relating to the compliance with the controls for this objective. We found there was a backlog in inspections being completed and accurate records were not being kept to justify where inspections were not required. Recommendations have been agreed with the service to review their inspections process, including a review of outstanding inspections to ensure that properties which are identified as being high risk can be prioritised and improvements in the case management and recording of inspections going forwards.

Follow Up Reviews

- 3.2.11 Our protocols specify that we undertake a follow up review where we have previously reported 'limited' or 'no' assurance for the audited area. Our audit reports include an assurance opinion for each objective reviewed within the audited area. Follow up audits are undertaken for those areas where a specific objective within the review resulted in limited or no assurance in addition to those where the limited or no assurance opinion was provided for the review overall.
- 3.2.12 We have finalised one follow up review during the reporting period:

Children's and Families Direct Payments Follow Up

- 3.2.13 Direct payments are given to parents/carers or young people to enable them to purchase support which has been assessed as being needed. They may also be used to enable people with parental responsibility for a disabled child to pay for short breaks. We have previously reported that limited assurance has been provided in relation to compliance due to the number of errors identified in the accuracy of some payments made. We undertook a follow up review in 2017/18 which found that progress had been made in the improvement of the control environment but as the processes were not fully embedded we could not provide an updated opinion in relation to compliance. We have now completed a further follow up review and have provided an increased level of assurance to reflect the improvements in the accuracy of payments made.

Counter Fraud and Corruption

- 3.2.14 The counter fraud and corruption assurance block within the Internal Audit Plan includes both the reactive and proactive approaches to the council's zero tolerance to fraud and corruption.

Proactive Anti-Fraud Work

- 3.2.15 During International Fraud Awareness week in November we promoted the counter fraud and corruption training package that is now available on the council's Performance and Learning (PAL) platform. We also took the opportunity to raise awareness of the council's Anti-Fraud and Corruption Policies by promoting an internal news item on InSite and providing advice on related matters at information stands at council buildings across Leeds. During the week we held discussions with over 200 members of staff and councillors, and we will follow up the requests for additional information and presentations at team meetings to further develop the council's zero tolerance approach to fraud and corruption.

Reactive Anti-Fraud Work

- 3.2.16 During the reporting period we have received 7 potential irregularity referrals. Of these, 5 were classified under the remit of the Whistleblowing or Raising Concerns policies. All reported irregularities were risk assessed by Internal Audit and are either being investigated by ourselves, the relevant directorate or HR colleagues, as appropriate.
- 3.2.17 During the reporting period 12 referrals have been closed. There are 10 referrals that are currently open and being investigated.

Internal Audit Performance

- 3.2.18 We actively monitor our performance in a number of areas and encourage feedback. A customer satisfaction questionnaire (CSQ) is issued with every audit report. The questionnaires ask for the auditee's opinion on a range of issues and asks for an assessment ranging from 5 (for excellent) to 1 (for poor). The results are presented as an average of the scores received for each question.
- 3.2.19 The results of the questionnaires are reported to the Audit Leadership Team and used to determine areas for improvement and inform the continuing personal development training programme for Internal Audit staff.
- 3.2.20 For the period from 1 April 2018 to 31 December 2018, 25 Customer Satisfaction Questionnaires were received. A summary of the scores is presented in table 2.

Table 2: Results from Customer Satisfaction Questionnaires for the period 1 April to 31 December 2018

Question	Average Score (out of 5)
Sufficient notice was given	4.83

Question	Average Score (out of 5)
Level of consultation on scope	4.78
Auditor's understanding of systems	4.44
Audit was undertaken efficiently	4.75
Level of consultation during the audit	4.76
Audit carried out professionally and objectively	4.88
Accuracy of draft report	4.60
Opportunity to comment on audit findings	4.80
Clarity and conciseness of final report	4.68
Prompt issue of final report	4.36
Audit recommendations will improve control	4.52
The audit was constructive and added value	4.68
Overall Average Score	4.67

- 3.2.21 As reported previously, overall resources for 2018/19 are now less than was anticipated when the audit plan was set. We are actively managing resources to direct these towards the areas of highest risk to ensure that an evidence-based Head of Internal Audit opinion can be provided on the overall adequacy and effectiveness of the organisation's framework of governance, risk management and control in accordance with the Public Sector Internal Audit Standards (PSIAS).
- 3.2.22 Table 3 below provides an indication of progress against the Internal Audit Plan and demonstrates that we are on track to deliver the coverage necessary to provide the Head of Internal Audit Report and Opinion at the Corporate Governance and Audit Committee meeting in July 2019. The number of audits planned and delivered during the year will increase as the blocks of time allocated for areas of work (such as contract reviews and schools) are broken down to specific audit assignments and to address emerging issues through the use of contingency time. The table does not include fraud and irregularity work or advice issued to managers arising from adhoc requests for audit support.

Table 3: Audit Plan Progress

Number of individual audit assignments	Planned	In progress	Completed
Audit Plan 2018/19 and brought forward jobs from 2017/18	27	19	46
Follow up audits	13	7	7

3.2.23 The Internal Audit Plan for 2018/19 was approved by the Committee at the meeting in March 2018. A summarised version of the Audit Plan and the progress against each review is appended to this report. For completed audits, the Corporate Governance and Audit Committee meeting that considered the relevant Internal Audit Update Report has been referenced.

Audit Plan for 2019/20

3.2.24 Initial work has started on developing the Annual Audit Plan for 2019/20. The Head of Audit must provide an annual internal audit opinion based on an objective assessment of the framework of governance, risk management and control. To support this, we must develop and deliver a risk based plan which takes into account the organisation's risk management framework and includes an appropriate and comprehensive range of work.

3.2.25 To develop this plan, there must be a sound understanding of the risks facing the council. The Corporate Risk Register will be used as a key source of information and the planning process for 2019/20 will again necessitate a thorough evaluation of the appropriate level and scope of coverage required to give stakeholders, including the Corporate Governance and Audit Committee, an appropriate level of assurance on the control environment of the council.

3.2.26 The detailed proposals for the Audit Plan for 2019/20 will be presented to the meeting of the Corporate Governance and Audit Committee in March 2019.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 This report did not highlight any consultation and engagement considerations.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 This report does not highlight any issues regarding equality, diversity, cohesion and integration.

4.3 Council policies and Best Council Plan

4.3.1 The terms of reference of the Corporate Governance and Audit Committee require the Committee to review the adequacy of the council's corporate governance arrangements. This report forms part of the suite of assurances that provides this evidence to the Committee. The Internal Audit Plan has links with the council's strategic objectives and has close links with the council's value of spending money wisely.

4.4 Resources and value for money

4.4.1 The Internal Audit Plan includes a number of reviews that evaluate the effectiveness of financial governance, risk management and internal control arrangements that contribute towards the council's value of spending money wisely.

4.4.2 The Internal Audit Quality Assurance and Improvement Programme and service development work that is reported to the Committee demonstrates a commitment to continuous improvement in respect of efficiency and effectiveness.

4.5 Legal Implications, Access to Information and Call In

4.5.1 None.

4.6 Risk Management

4.6.1 The Internal Audit Plan has been and will continue to be subject to constant review throughout the financial year to ensure that audit resources are prioritised and directed towards the areas of highest risk. This process incorporates a review of information from a number of sources, one of these being the corporate risk register.

4.6.2 The risks relating to the achievement of the Internal Audit Plan are managed through ongoing monitoring of performance and resource levels. This information is reported to the Committee.

5 Conclusions

5.1 There are no issues identified by Internal Audit in the November to December 2018 Internal Audit Update Report that would necessitate direct intervention by the Corporate Governance and Audit Committee.

6 Recommendations

6.1 The Corporate Governance and Audit Committee is asked to receive the Internal Audit Update Report covering the period from November to December 2018 and note the work undertaken by Internal Audit during the period covered by the report. The Committee is also asked to note that there have been no limitations in scope and nothing has arisen to compromise the independence of Internal Audit during the reporting period.

6.2 Members are invited to provide any suggestions on the coverage of the Audit Plan for 2019/20 arising from the work of this Committee. These will be incorporated into the audit planning process.

7 Background documents

7.1 None.

Appendix A – Status of Planned Audits from the 2018/19 Audit Plan and Follow Up Reviews

Audit Area	Overview of Assurance	Status / CGAC Meeting
Grants and Head of Audit Assurances		
Grants and Head of Audit Assurances arising during the year	Independent examination of accounts and / or assurance that the grant claim has been spent in accordance with the grant determination.	Reported November 2018, January 2019 and ongoing
ICT and Information Governance		
General Data Protection Regulation (GDPR)	To gain assurance that appropriate arrangements are in place to manage the risks associated with the new legal framework for data protection.	Reported November 2018 and ongoing
Acceptable Use Proactive Monitoring Framework	With reference to the Corporate Governance and Audit Committee meeting in September 2017, the audit will review the framework in place to monitor the use of LCC ICT equipment in line with the council's Acceptable Use Policy and test a sample of LCC owned devices.	Reported November 2018
ICT Projects - Benefits Realisation Follow Up	To review progress in implementing the recommendations made in the previous audit, reported to the Corporate Governance and Audit Committee at the January 2018 meeting.	In progress
Password Configuration	Deferred from 2017/18 pending the implementation of a new council Password Policy, the audit will test whether systems enforce the password requirements in line with the new policy.	In progress
ICT Projects	Time reserved to provide internal audit support for ICT related projects.	Reported November 2018
Externally Hosted Software	To provide assurance that there are adequate contractual arrangements in place where software is hosted by an external supplier.	Reported January 2019
Essential Services Programme	To provide assurance over the processes in place to develop and monitor the essential	Planned

Audit Area	Overview of Assurance	Status / CGAC Meeting
	services programme.	
Management of the Cyber Incident Risk	To review how the Cyber Incident risk is being managed, including the effectiveness of the controls in place, back up processes and the assurance reporting arrangements.	Planned
Business Applications	Individual reviews of a sample of key computer applications, including system access and administration, input, processing and output controls.	Reported January 2019 and ongoing.
Leeds Building Services – Information Governance (Records Management) Follow Up	To review progress in implementing the recommendations made in the previous audits, as reported to the Corporate Governance and Audit Committee at the June 2018 meeting.	Planned
Key Financial Systems		
Benefits Reconciliations	A review of the reconciliation processes between Orchard, Academy and FMS for Housing Benefit and Council Tax Support.	Planned
Benefits: Assessment and Payments	To gain assurance over the processes and performance within the Benefits Assessment Unit, including ensuring that Housing Benefit and Council Tax Support payments are accurately processed and paid.	In progress
Council Tax	To gain assurance over the council tax processes for billing, income collection, recovery action, refunds and write offs.	In progress
Business Rates	To gain assurance over the business rates processes for billing, income collection, recovery action, refunds and write offs.	In progress
Capital Programme Central Controls	To gain assurance that expenditure in the capital programme is appropriately approved, controlled and monitored and that the accounting system provides accurate and timely information.	Reported November 2018
Financial Management Central Controls	To provide assurance over the central budget setting and budget monitoring arrangements.	Reported November 2018
Treasury Management and Bankline	To provide assurance that treasury management transactions are authorised, correct,	Planned

Audit Area	Overview of Assurance	Status / CGAC Meeting
	appropriately recorded and reported, and are in line with relevant strategies and guidelines.	
Housing Rents	To gain assurance over the housing rents processes for charging, income collection, amendments and write offs.	In progress
Sundry Income Central Controls	To provide assurance over the central management of income collection for sundry charges raised within the council, including recovery procedures and write offs.	Planned
Sundry Income Directorate Reviews	To provide assurance that all income is identified and requests for sundry income accounts are promptly and accurately raised for a sample of service areas.	Reported November 2018
Income Management System	To provide assurance over the systems that ensure all sources of income have been identified and accurately processed through the Income Management System.	Reported January 2019
Payroll Central Controls	To provide assurance over the integrity of central payroll functions, including the accuracy of payments made and the authorisation and processing of new starters and leavers.	Planned
FMS Creditor Purchase and Payment; Central and Directorate Processes	A review of the system through which orders are raised and payments are made to suppliers for goods and services.	Planned
Central Purchasing Card Controls	To provide assurance over the central purchasing card functions performed by the Central Payment Services Purchasing Card Management Unit.	Planned
Bank Reconciliation and Cash Book	The audit assesses the accuracy and timeliness of the reconciliations performed on the cashbook and the authority's main accounts.	In progress
Total Repairs	To provide assurance that there are adequate systems in place to ensure that payments made through the Total Repairs system are made to the correct creditor for goods / services which have been provided to the council and that the payments are accurately recorded within the council's accounting system.	In progress
Procurement and Contracts		
Contract Specification and Management Follow Up	To review progress in implementing the recommendations made in the previous audit, reported to the Corporate Governance and Audit Committee at the June 2017 meeting.	Reported November 2018

Audit Area	Overview of Assurance	Status / CGAC Meeting
Non and Off Contract Spend Follow Up	To review the root causes for non and off contract expenditure and the processes for identifying and addressing non-compliant spend.	In progress
Leeds Building Services Subcontractors Follow Up	To review progress in implementing the recommendations made in the previous audit, reported to the Corporate Governance and Audit Committee at the September 2017 meeting.	Reported November 2018
Contract Review: Electricity Follow Up	To review progress in implementing the recommendations made in the previous audit, reported to the Corporate Governance and Audit Committee at the January 2018 meeting.	Planned
Procurement Maturity Review	This audit will review organisational procurement arrangements against best practice, including the assessment and management of contracting risk.	Planned
Contract Management	Individual reviews of contract management arrangements on a sample of contracts to gain assurance that they are being managed to deliver their intended outcomes, incorporating open book review where necessary.	Reported November 2018 and January 2019
Procurement Category Actions	To review the effectiveness of the Category Management process in supporting the delivery of strategic procurement objectives.	Planned
Waivers of Contract Procedure Rules (CPRs)	To review the governance arrangements in place for the approval and management of waivers of CPRs.	Reported January 2019
Contract Review: Joint Venture Follow Up	To review progress in implementing the recommendations made in the previous audits, as reported to the Corporate Governance and Audit Committee at the June 2018 meeting	Planned
Contract Specification and Management Follow Up	To review progress in implementing the recommendations made in the previous audit, as reported to the Corporate Governance and Audit Committee at the November 2018 meeting.	Planned
Tendering System Controls	To review progress in implementing the recommendations made in the previous audit, as reported to the Corporate Governance and Audit Committee at the November 2018 meeting.	Planned
Waivers of Contract Procedure Rules	To review progress in implementing the recommendations made in the recent audit as	Planned

Audit Area	Overview of Assurance	Status / CGAC Meeting
	reported above at 3.2.6.	
Adult Social Care and Health		
Payments to Providers of Homecare Follow Up	To review progress in implementing the recommendations made in the previous audit, reported to the Corporate Governance and Audit Committee at the January 2018 meeting.	In progress
Deprivation of Liberties Follow Up	To review progress in implementing the recommendations made in the previous audit, reported to the Corporate Governance and Audit Committee at the March 2018 meeting.	In progress
Customer Information System (CIS) Payments	To provide assurance over the accuracy and legitimacy of direct payments and residential and nursing care payments made through CIS.	In progress
Learning Disabilities Pooled Budget	To provide assurance over the governance arrangements in place for the pooled budget.	Reported January 2019
Mental Capacity Act	A review of the controls in place that ensure the council is compliant with the requirements of the Mental Capacity Act.	In progress
Safeguarding Clients Personal Assets	To provide assurance that there are appropriate arrangements in place to safeguard the assets of the service user where the authority acts as a Deputy or Receiver.	Reported November 2018
Unannounced Visits	Individual establishment visits to provide assurance on cash handing arrangements, including the safeguarding of service users monies.	Planned
Income Review - Telecare	To review progress in implementing the recommendations made in the previous audit, as reported to the Corporate Governance and Audit Committee at the November 2018 meeting.	Planned
Children and Families		
In-House Fostering, Special Guardianship Orders and Leaving Care Payments Follow Up	To review progress in implementing the recommendations made in the previous audit, reported to the Corporate Governance and Audit Committee at the June 2017 meeting.	Reported November 2018
Direct Payments Follow Up	To review progress in implementing the recommendations made in the previous audit,	Reported

Audit Area	Overview of Assurance	Status / CGAC Meeting
	reported to the Corporate Governance and Audit Committee at the June 2017 meeting.	January 2019
Governance Arrangements	To review the directorate's governance arrangements around decision making, reporting and assurance.	In progress
OfSTED Inspections	To gain assurance that there are effective arrangements in place for self-evaluation and ensuring that any recommendations arising from OfSTED inspections are monitored and implemented.	Planned
Children Looked After Services	To gain assurance that there are effective arrangements in place to manage and monitor the safe reduction of the numbers of children looked after.	Planned
Payments to Providers of Residential Care and Independent Fostering Agencies	To provide assurance over the efficiency and effectiveness of financial controls.	Planned
Cluster Model and Area Inclusion Partnerships (AIP)	A review of the arrangements in place to ensure that funding is spent effectively on intervention and inclusion, in support of the intended outcomes of the Cluster Model and AIPs.	Planned
Unannounced Visits	Individual establishment visits to provide assurance on cash handling arrangements, including the safeguarding of service user monies.	Reported November 2018
In-House Fostering, Special Guardianship Orders and Leaving Care Payments Follow Up	To review progress in implementing the recommendations made in the previous audit, as reported to the Corporate Governance and Audit Committee at the November 2018 meeting.	Planned
Schools		
Schools Audits	Individual audits of LCC maintained schools undertaken on a risk basis and audits of year end school voluntary fund accounts.	Reported November 2018 and January 2019
Primary School Follow Ups	To review progress in implementing the recommendations made in the previous audits, as reported to the Corporate Governance and Audit Committee at the June 2018 meeting.	Planned

Audit Area	Overview of Assurance	Status / CGAC Meeting
Resources and Housing		
Leeds Building Services Tools and Equipment Follow Up	To review progress in implementing the recommendations made in the previous audit, reported to the Corporate Governance and Audit Committee at the September 2016 meeting.	In progress
Leeds Building Services Stores Follow Up	To review progress in implementing the recommendations made in the previous audit, reported to the Corporate Governance and Audit Committee at the April 2017 meeting.	Reported November 2018
Lettings Enforcement Follow Up	To review progress in implementing the recommendations made in the previous audit, reported to the Corporate Governance and Audit Committee at the January 2018 meeting.	In progress
Belle Isle Tenant Management Organisation (BITMO) Assurance	Time set aside to provide assurance that the BITMO is managing the key risks that have been delegated under the Modular Management Agreement. Outline of specific assurance to be confirmed.	Reported November 2018
Annual Home Visits	A review of the Annual Home Visit process to ensure that outcomes from the visits are actioned and monitored appropriately.	In progress
Leeds Building Services Assurances	Time set aside to provide assurance that key risks relating to Leeds Building Services are appropriately managed. Outline of specific assurance to be confirmed.	Reported November 2018 and ongoing
Fire Safety	To provide assurance over the controls in place to mitigate the risk of fire in council properties.	In progress
Electrical Inspections	To provide assurance over the controls in place to mitigate the health and safety risks of electrical fault incidents in council properties.	In progress
Homelessness and Temporary Accommodation	A review of the arrangements in place for preventing and managing homelessness in the city.	Reported January 2019
Private Sector Regulation	A review of the processes in place for ensuring that Homes of Multiple Occupancy are licenced and inspected as appropriate.	Reported January 2019
Responsive Repairs	A review of the responsive repairs contract, focussing on charging, quality and performance	In progress

Audit Area	Overview of Assurance	Status / CGAC Meeting
	monitoring.	
Financial Management Maturity Review	A review of organisational financial management arrangements against best practice.	Planned
Apprentice Levy	A review of the arrangements in place to ensure that the Apprentice Levy is utilised effectively.	Reported November 2018
Right to Buy	A review of the processes in place to assess and manage Right to Buy applications.	In progress
Performance	Time set aside to provide assurance over performance reporting. Outline of specific assurance to be confirmed.	Planned
Civic Enterprise Leeds – Income Collection	To provide assurance that all external income is identified and collected.	Planned
LCC Vehicle Fleet Clean Air Zone Standards	Time set aside to support the directorate in ensuring that appropriate plans are in place to mitigate environmental risks relating to LCC's vehicle fleet.	Planned
Application of HR Policies	To gain assurance that a sample of HR policies are consistently and properly applied across the authority.	In progress
Financial Due Diligence	A review of the arrangements in place to ensure that due diligence is consistently and appropriately applied before entering into an agreement or financial transaction with another party.	In progress
Passenger Transport	A value for money review of the in-house provision by the internal fleet and the external provision through the use of taxis and private hire vehicles.	Planned
Invest to Save – Benefits Realisation	To review how the benefits realisation process has been implemented for a sample of Invest to Save projects.	Planned
IR 35 Legislation Follow Up	To review progress in implementing the recommendations made in the recent audit as reported to the Corporate Governance and Audit Committee at the June 2018 meeting	In progress
Leeds Building Services – Out of Hours (Lifts) Follow Up	To review progress in implementing the recommendations made in the previous audits, as reported to the Corporate Governance and Audit Committee at the June 2018 meeting	Reported November 2018

Audit Area	Overview of Assurance	Status / CGAC Meeting
Housing Disrepair Follow Up	To review progress in implementing the recommendations made in the previous audits, as reported to the Corporate Governance and Audit Committee at the November 2018 meeting	Planned
Private Sector Legislation – Homes of Multiple Occupancy Follow Up	To review progress in implementing the recommendations made in the recent audit as reported above at 3.2.9	Planned
Communities and Environment		
Parking Services	To review the systems in place for issuing parking permits and parking tickets, collecting income and managing appeals.	In progress
Child Poverty	A review of the arrangements in place to tackle child poverty across the city.	Planned
Recycling Strategy	To provide assurance that the council’s recycling strategy is being effectively implemented.	Planned
Customer Satisfaction	A review of the processes that support continual improvement in respect of the customer experience.	In progress
Unannounced visits	Individual establishment visits to provide assurance over cash handling arrangements.	Planned
City Development		
Community Infrastructure Levy Follow Up and Section 106 Monies	To review progress in implementing the recommendations made in respect of Community Infrastructure Levy made in the previous audit, reported to the Corporate Governance and Audit Committee at the September 2017 meeting and to provide assurance that Community Infrastructure Levy and Section 106 Monies are collected, recorded and spent appropriately.	Planned
Income collection	To provide assurance that all external income is identified and collected.	Reported November 2018
External Advertising Income – Follow Up	To review progress in implementing the recommendations made in the recent audit as reported to the Corporate Governance and Audit Committee at the June 2018 meeting.	Planned
Commercial Rents – Follow Up	To review progress in implementing the recommendations made in the recent audit as reported to the Corporate Governance and Audit Committee at the November 2018	Planned

Audit Area	Overview of Assurance	Status / CGAC Meeting
	meeting.	
Income Review - Room Hire Follow Up	To review progress in implementing the recommendations made in the recent audit as reported to the Corporate Governance and Audit Committee at the November 2018 meeting.	Planned
Income Review – Leeds International Beer Festival Follow Up	To review progress in implementing the recommendations made in the recent audit as reported to the Corporate Governance and Audit Committee at the November 2018 meeting.	Planned