

Report of the Chief Officer (Financial Services)

Report to Corporate Governance and Audit Committee

Date: 22 March 2019

Subject: Internal Audit Update Report January to February 2019

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 January to February 2019 and highlights the incidence of any significant control failings or weaknesses.
2. Members will recall that in the most recent inspection report issued by the Office of Surveillance Commissioners, it was recommended that Members should receive regular reports about the use of the Council's surveillance powers under the Regulation of Investigatory Powers Act 2000 (RIPA). The Head of Service (Legal) has provided this information within this report.

Recommendations

3. The Corporate Governance and Audit Committee is asked to receive the Internal Audit Update Report covering the period from January to February 2019 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. The Corporate Governance and Audit Committee is asked to note the information provided by the Head of Service (Legal) about the recent use of the Council's surveillance powers under RIPA.

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 January to February 2019 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 January to February 2019.
- 2.5 This update report also provides information from the Head of Service (Legal) about the recent use of the Council's surveillance powers under RIPA, as recommended by the Office of Surveillance Commissioners.

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 January to February 2019

Report Title	Audit Opinion		
	Control Environment Assurance	Compliance Assurance	Organisational Impact
Key Financial Systems			
Business Rates	Substantial	N/A	Minor
Sundry Income Central Controls	Substantial	Substantial	Minor
Bank Reconciliation and Cashbook	Substantial	Substantial	Minor
Resources and Housing			
Leeds Building Services – Tools and Equipment Follow Up	Acceptable	N/A	Minor
Belle Isle Tenant Management Organisation – Universal Credit Preparation	Good	N/A	Minor
Procurement and Contracts			
Waivers of Contract Procedure Rules	Memo issued		
ICT and Information Governance			
Password Configuration	Good	N/A	Minor
Schools			
Primary School Follow Up	Good	N/A	N/A
Primary School Follow Up	Good	N/A	N/A
Follow Up			
Unannounced Establishment Visit Follow Up	N/A	Good	Minor
Children and Families			
Payments for Special Education Needs Placements	Acceptable	Acceptable	Moderate
Decision Making	Acceptable	Good	Moderate

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 Following the audit of Waivers of Contract Procedure Rules (CPRs) that we reported to the Committee in January this year, we carried out a further review of a specific waiver decision that had been taken within a service area. In this instance, the cumulative volume of expenditure incurred against a decision taken to waive CPRs for specialist or time critical low value purchases had led us to undertake some additional audit work. Having carried out further analysis, we were not satisfied that all of the expenditure was being incurred in accordance with the terms set out within the waiver decision. Primarily, control can be strengthened by building in a greater level of monitoring and challenge within the service itself. We have also recommended that the service identifies and defines key parameters, such as a timeframe or upper limit of cumulative expenditure, outside of which the decision should be subject to review to establish whether it is proving to be effective at delivering best value for money. Our findings and recommendations have been reported in a memo to the relevant Director and Chief Officer. We will be following up on progress within the waivers audit that has been incorporated within the 2019/20 audit plan.

Limited or No Assurance Opinions

- 3.2.3 Of the audit reviews finalised during the period, no weaknesses have been identified that would result in a 'major' organisational impact and no audits have resulted in a limited or no assurance opinion.

Follow Up Reviews

- 3.2.4 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.
- 3.2.5 We have finalised four follow up reviews during the reporting period:

Leeds Building Services – Tools and Equipment Follow Up

- 3.2.6 We have previously reported that limited assurance was provided in relation to compliance with Financial Regulations for the custody and security of tools and equipment within Leeds Building Services. We have carried out a follow up review and found that the service has implemented a single inventory list which will help to ensure the location and custody of tools and equipment is compliant with Financial Regulations and reduces the risk of loss and misappropriation. Progress is being made against the other audit recommendations raised, but

there is still work to be completed. As a reflection of the positive direction of travel we have provided an improved assurance opinion.

Unannounced Establishment Visit Follow Up

- 3.2.7 We reported to the Committee at the meeting in June 2018 that one of the referrals received by Internal Audit related to high levels of expenditure being incurred at one of the Council's establishments. Our investigation resulted in a referral to the police due to potential fraudulent activity in relation to the use of petty cash at the establishment. We reported to the Committee at the meeting in November 2018 that the police issued a conditional caution to the former member of staff and the former member of staff was ordered to pay a sum towards the Council's costs, which has subsequently been received. We can now report that we have completed a follow up review at the establishment and are able to provide assurance that the key recommendations made during our investigation have been implemented. The follow up review found that significant improvements were evident at the establishment and this resulted in a good assurance opinion being provided for compliance with the control environment.

Primary School Follow Ups

- 3.2.8 At the Corporate Governance and Audit Committee meeting in June 2018, we reported limited assurance for the financial management arrangements at two primary schools. One of the reviews resulted in a limited assurance opinion overall and the other received a limited assurance opinion for part of the audit coverage. This was due to improvements being required in relation to the receipt and banking of income and the operation of the school voluntary fund at both schools. We have now completed follow up reviews at both schools and have confirmed that the key recommendations made in the original audits have been implemented. A good assurance opinion has been provided for both schools to reflect the improvement that was evident in their control environment.

Counter Fraud and Corruption

- 3.2.9 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

- 3.2.10 As part of our proactive anti-fraud work, we take part in the National Fraud Initiative (NFI). The NFI is an exercise conducted by the Cabinet Office every two years that matches electronic data within and between public and private sector bodies to prevent and detect fraud. Where a match is found it may indicate that there is an inconsistency which requires further investigation to determine whether fraud or error has occurred, or if there is another explanation for the match. The matches are sent to the relevant Council for review and we received over 16,500 data matches from the Cabinet Office at the end of January 2019. Relevant teams within the Council (for example, Internal Audit, Benefits, Blue Badge and Adult Social Care) are currently working through the matches on a risk basis. To date,

£7,500 of benefit overpayments has been identified and is in the process of being recovered.

- 3.2.11 We have also participated in a voluntary pilot exercise on Business Rates data matching. This exercise led to the cancellation of small business rates relief for 6 businesses, resulting in approximately £31,500 of income due to the authority on an annual basis.
- 3.2.12 The draft Anti-Money Laundering and Anti-Bribery policies were presented to Members at the meeting in January 2019. The policies have now been updated to reflect Members' comments and the Chief Officer (Financial Services) has approved the revised policies prior to publication.

Reactive Anti-Fraud Work

- 3.2.13 During the reporting period we have received 5 potential irregularity referrals. Of these, 2 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.
- 3.2.14 During the reporting period 5 referrals have been closed. There are 10 referrals that are currently open and being investigated.

Regulation of Investigatory Powers Act 2000

- 3.2.15 Members will recall that in the most recent inspection report issued by the Office of Surveillance Commissioners, it was recommended that Members should receive regular reports about the use of the Council's surveillance powers under RIPA.
- 3.2.16 The Head of Service (Legal) has confirmed that there have been no applications for directed surveillance or covert human intelligence source (CHIS) authorisations, since the June 2018 meeting. In addition, there has been no use of the powers to obtain communications data, over the same period.

Internal Audit Performance

- 3.2.17 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.
- 3.2.18 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.
- 3.2.19 For the period from 1 April 2018 to 28 February 2019, 33 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 28 February 2019

Question	Average Score (out of 5)
Sufficient notice was given	4.72
Level of consultation on scope	4.68
Auditor's understanding of systems	4.36
Audit was undertaken efficiently	4.66
Level of consultation during the audit	4.67
Audit carried out professionally and objectively	4.85
Accuracy of draft report	4.48
Opportunity to comment on audit findings	4.76
Clarity and conciseness of final report	4.61
Prompt issue of final report	4.33
Audit recommendations will improve control	4.40
The audit was constructive and added value	4.55
Overall Average Score	4.59

- 3.2.20 As reported previously, overall resources for 2018/19 are 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).
- 3.2.21 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 completed at this point in the year (63) is comparable against the number of audits completed at the same point last year (58) and reflects well on the Internal Audit team given the reduction in resources. 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	8	23	52
Follow up audits	5	8	11

3.2.22 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. 'Planned' audits are those that are anticipated to be completed for inclusion within the Head of Internal Audit Report and Opinion that will be presented to the Committee at the meeting in July 2019. Given the reduction in Internal Audit resources referenced above, not all audits that were included in the Internal Audit Plan for 2018/19 will be completed by then. The outstanding audits have either been included within next year's audit plan or considered for future audit coverage as a result of our ongoing risk assessment.

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 January to February 2019 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 January to February 2019 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 The Corporate Governance and Audit Committee is asked to note the information provided by the Head of Service (Legal) about the recent use of the Council's surveillance powers under RIPA.

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 gain assurance that the new Password Protocol and the technical controls in place to ensure adherence to it is appropriate and in line with best practice issued by the National Cyber Security Centre.	Reported March 2019
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

Audit Area	Overview of Assurance	Status / CGAC Meeting
Essential Services Programme	To provide assurance over the processes in place to develop and monitor the essential services programme.	In progress
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. (Business Application coverage is included with the scope of the Key Financial Systems)	Reported January 2019 and March 2019.
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.	Included in 2019/20 audit plan
Key Financial Systems		
Benefits Reconciliations	A review of the reconciliation processes between Orchard, Academy and FMS for Housing Benefit and Council Tax Support.	In progress
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.	Reported March 2019
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 and in progress
Financial Management Central Controls	To provide assurance over the central budget setting and budget monitoring arrangements.	Reported November 2018

Audit Area	Overview of Assurance	Status / CGAC Meeting
Treasury Management and Bankline	To provide assurance that treasury management transactions are authorised, correct, appropriately recorded and reported, and are in line with relevant strategies and guidelines.	Planned
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.	Reported March 2019
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.	In progress
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.	In progress
Central Purchasing Card Controls	To provide assurance over the central purchasing card functions performed by the Central Payment Services Purchasing Card Management Unit.	In progress
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.	In progress
Procurement Maturity Review	This audit will review organisational procurement arrangements against best practice, including the assessment and management of contracting risk.	To be considered for future audit coverage
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.	Included in 2019/20 audit plan
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	In progress
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.	Included in 2019/20 audit plan
Tendering System Controls 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

Audit Area	Overview of Assurance	Status / CGAC Meeting
Waivers of Contract Procedure Rules 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 January 2019 meeting.	Included in 2019/20 audit plan
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.	Included in 2019/20 audit plan
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.	Included in 2019/20 audit plan
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.	In progress
Children and Families		
In-House Fostering, Special	To review progress in implementing the recommendations made in the previous audit,	Reported

Audit Area	Overview of Assurance	Status / CGAC Meeting
Guardianship Orders and Leaving Care Payments Follow Up	reported to the Corporate Governance and Audit Committee at the June 2017 meeting.	November 2018
Direct 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 January 2019
Governance Arrangements (Decision Making)	To review the directorate's governance arrangements around decision making, reporting and assurance.	Reported March 2019
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.	To be considered for future audit coverage
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.	To be considered for future audit coverage
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.	Included in 2019/20 audit plan
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

Audit Area	Overview of Assurance	Status / CGAC Meeting
		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.	Reported March 2019
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.	Reported March 2019
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 and March 2019
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 March 2019
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

Audit Area	Overview of Assurance	Status / CGAC Meeting
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 monitoring.	In progress
Financial Management Maturity Review	A review of organisational financial management arrangements against best practice.	To be considered for future audit coverage
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.	Incorporated within scope of relevant audit coverage
Civic Enterprise Leeds – Income Collection	To provide assurance that all external income is identified and collected.	In progress
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.	To be considered for future audit coverage

Audit Area	Overview of Assurance	Status / CGAC Meeting
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
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	Included in 2019/20 audit plan
Private Sector Legislation – Homes of Multiple Occupancy 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 January 2019 meeting.	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.	To be considered for future audit coverage
Recycling Strategy	To provide assurance that the Council's recycling strategy is being effectively implemented.	To be considered for future audit coverage
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		

Audit Area	Overview of Assurance	Status / CGAC Meeting
Community Infrastructure Levy Follow Up	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.	In progress
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 meeting.	Planned
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.	Included in 2019/20 audit plan
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