Assurance Group – Q4 2015/16

1. SUMMARY

1.1 DELIVERY UNIT DASHBOARD

Financial	
Projected year-end revenue budget variance	Capital actual variance
(61)	n/a

	Performance	Commitments
Green rated	n/a	n/a
Green Amber rated	n/a	n/a
Red Amber rated	n/a	n/a
Red rated	n/a	n/a

1.2 TOP ACHIEVEMENTS AND ACTIONS

Top Achievements

Corporate Anti-Fraud Team (CAFT) and Internal Audit and Risk Management
- CAFT Tenancy Fraud investigations recovered 57 properties prevented 18 'right to buy's, refused 6 homelessness applications and denied 2 successions in this financial year.
- Disabled Blue Badge misuse investigations transferred to CAFT in October – results to year end are 62 referrals received with 21 badges seized, 14 warning letters issues and 3 prosecutions
- CAFT/Internal Audit completed some complex high profile joint reviews this year with significant recommendations made for improvement
- The Internal Audit Team underwent a 'peer review' as required by the Public Sector Internal Audit Standards (PSIAS) this gave an overall rating of '**Generally Conform'** but were very close to being fully compliant with the requirements of the PSIAS with most recommendations being of an advisory nature that would enable the service to demonstrate full compliance with the PSIAS'.
- For the first time the Head of Internal Audit Opinion for 2015-16 completed and presented to management and members in April 2016. An overall rating of '**Satisfactory Assurance'** was given to the council's control environment
- Risk Management received '**Satisfactory**' Assurance audit rating with improvement recommendations mainly relating to the

upcoming transfer of Risk function into the Performance Team.

Governance Service

Successful roll-out of Schools Democratic Engagement Programme including establishment of the Youth Assembly. The Democratic Engagement Programme is now in its third year and saw 52 students attend different council meetings and a workshop with councillors and members of the Governance Team. Students were given certificates confirming their participation, which they will be able to add to their CVs or list of achievements. The newly-established Youth Assembly will also be presenting their first report to the Children, Education, Libraries and Safeguarding Committee in May. The Assembly, which already has 21 members, provides young people with the opportunity to debate in the council chamber and prioritise important local issues, which are then fed directly into decision making.

Key Challenges	Actions required
Risk Management - the upcoming transfer of Risk into the Performance Team provides a number of challenges in relation to business as usual alongside the planned upgrade of JCAD the corporate risk management system	**Risk Management** - Action plan is in place in regards to transfer to the Performance Team of the Risk function, which addresses all audit recommendations and identifies other areas for improvement. Reports are planned for SCB and Performance and Contract Monitoring in May 2016. Policy updated for 2016-17 with changes in place for Q1 2016-17.
Internal Audit and CAFT - audits and investigations are becoming more complex, longer to complete and longer to agree recommendations. This is due to: organisational structure; contractual arrangements; pressure on resources, and, ability to deliver work plan – undertake investigations.	**Internal Audit and CAFT** - Annual work plan is in place which has been agreed at SCB and Audit Committee. More time allocated to audits (and follow ups), to take into account complex issues. We will ensure audit scoping meetings clarify arrangements and key contacts / escalation issues and timescales. We will continue to monitor when and where escalation is required. Investigation issues are escalated and resolved as they arise.
Governance Service Members IT – the Governance Service are currently working in partnership to improve Members IT support arrangements and ensure that technology supports them to be effective in the various roles as Members. A project has been initiated which may result in a new hardware mix and revised committee papers content management being delivered alongside other service improvements	**Governance Service** A Member Steering Group has been established to ensure that Members are engaged with the implementation of the new IT Strategy and have the appropriate level of input into the roll-out. Findings will be reported to the Performance & Contract Management Committee in due course, with other approvals being obtained as required.

2. Performance

The Delivery Unit do not report against any performance indicators.

3. Commitments

Commitments are the activities to be undertaken to ensure the outcomes set for each service are met.

The Delivery Unit are not due to report against any Commitments.

4. Financial
4.1 Revenue

| Description | Variations | | | | Comments | % Variation of revised budget |
| | Original Budget | Revised Budget | Actuals | Outturn Variation | | |
	£000	£000	£000	£000		
Assurance Management	527	564	505	(59)	Staff vacancies	-10.5%
Elections	423	392	392	-		0.0%
Governance	2,311	2,372	2,369	(3)		-0.1%
Internal Audit & CAFT	850	865	866	1		0.1%
Total	**4,111**	**4,193**	**4,132**	**(61)**		**-1.5%**

4.2 Capital
n/a

5. Risk

The following is the 5 X 5 matrix 'heat map' highlighting the number of risks at a Directorate Level and where they are currently rated:

	SCORE		IMPACT				
			1	2	3	4	5
			Negligible	Minor	Moderate	Major	Catastrophic
PROBABILITY	5	Almost Certain	0	0	0	0	0
	4	Likely	0	0	0	0	0
	3	Possible	0	0	0	1	0
	2	Unlikely	0	0	0	0	0
	1	Rare	0	0	0	0	0

Risk Commentary for Delivery Unit:

Risks are reviewed regularly at Senior Management Team meetings. The controls described are an accurate reflection of the on-going activity to control and reduce risk.

The following risk register lists those risks rated as 12 and above:

Risk	Current Assessment Impact Probability Rating			Control Actions	Risk Status	Board Assurance (timing)	Target Assessment Impact Probability Rating		
AG0029 – Compliance As a consequence of Delivery Units failing to understand the report clearance process, statutory deadlines and lead in times for committees there is a risk of: a high number of late reports; a risk that report authors fail to gain the requisite clearances; and 'to follow' or urgent late reports are submitted for committee decision	Possible 3	Major 4	Medium High 12	Publication of agenda/report deadlines and clear process guidance on intranet Forward planning documents in place for all committees and published on modern.gov Governance Link Officers in services and Governance Service team to proactively manage relationship to identify problems in advance and plan round them. Use of Corporate Forward Plan to coordinate activity.	Treat	Quarterly	Unlikely 2	Major 4	Medium Low 8

Risk	Current Assessment Impact Probability Rating			Control Actions	Risk Status	Board Assurance (timing)	Target Assessment Impact Probability Rating		
				Outreach work in Delivery Units to ensure that senior officers and report authors understand the governance framework					

6. Equalities - n/a

7. Customer Experience - n/a

Appendix A
Commitments which have been completed on schedule
n/a