

# Assurance Group– Q3 2013/14

## 1.1 DELIVERY UNIT DASHBOARD

Revenue budget projected year end variance £000	Capital actual variance £000	Corporate Plan Performance	Management Agreement/ Contract
(50)	n/a	n/a	n/a

## 1.2 TOP ACHIEVEMENTS AND ACTIONS

### Top 3 Achievements

Successful Key Amnesty run jointly with Barnet Homes regarding tenancy fraud prior to the introduction of the Prevention of Social Housing Fraud Act 2013 – 17 properties recovered directly as a result of the amnesty.

Progress made with the Change in the Committee System Project, with the majority of the work complete by the end of December allowing for Full Council to take a decision in January.

The annual canvass figures were 3.65% up in December compared to this stage last year.

Key Challenges	Actions required
Challenges around transfer of Tenancy Fraud Team into Corporate Anti-Fraud Team (CAFT) to ensure consistency of approach.	Reviewing procedures and implementing agreed protocols across the revised Tenancy Fraud team.
Behind target on delivery of Audit Plan and related PI's. A number of audits were requested to be phased into quarter 4 due to staffing pressures. This has meant that quarter 4 has a tight turnaround to achieve delivery of the audit plan for the Audit Committee.	Re-profiling of audits amongst in-house staff and the contractor PwC, in addition pursuing options around short-term staffing appointments.
Recruiting enough canvassers to canvass all polling districts non-responding properties over the winter months.	Advertising in Barnet First to inform residents that canvassers would be calling from December – February and if they haven't already completed their registration to do so.

## **2. BUSINESS PLANNING**

### **2.1 How is the Delivery Unit achieving against its Business Plan**

The Assurance Group is performing well in quarter 3 with delivery of the plan against the budget and managing change projects such as the change in the system of governance.

Internal audit, anti-fraud and risk management have continued to report to the senior management and the Audit Committee on their progress against their annual plan. Whilst there has been slippage noted on the delivery of the plan there is a recovery plan in place to have it completed by the end of March for reporting to Audit Committee by the end of April.

There has been successful progress made with the revised team structure for tenancy fraud prevention work with three staff seconded from Barnet Homes to jointly take forward tenancy fraud prevention initiatives. There has been success already noted in the team with 17 properties returned into the housing pool after a key amnesty campaign was launched prior to the Prevention of Social Housing Fraud Act 2013 taking effect making tenancy fraud a criminal offence.

The annual canvass continues for the Electoral Roll which is due on the 17<sup>th</sup> February. The canvass has moved later in the year over the winter months and as a result there have been difficulties in recruiting canvassers, also there are a number of non-responding properties which have to be re-canvassed. Communications are continuing to residents to inform them of the canvassing period.

The major project being delivered within the Assurance Group is the change to the committee system of governance. The consultation phases with residents and Members have been completed and the results of the two phases published within the “engage space” on the Council’s internet page. The Assurance Group has supported Members developing their proposals with the majority of decisions regarding principles of the new system agreed by the end of December.

### 3. RESOURCES AND VALUE FOR MONEY

#### 3.1 Revenue

Assurance						
Description	Variations				Comments	% Variation of revised budget
	Original Budget	Budget V1	Q3 forecast	Variation		
	£000	£000	£000	£000		
Assurance Management	561	563	563	-		0.0%
Governance	2,177	2,701	2,629	(72)	Underspends due to vacancies in staff posts at intermittent periods throughout the year and also due to underspends in member development budget, within the budget is an overspend in canvassing costs in Elections	-2.7%
Internal Audit & CAFT	873	881	903	22	Overspends due to additional audits requested during the year and an increase in legal costs for fraud prosecutions	2.5%
<b>Total</b>	<b>3,611</b>	<b>4,145</b>	<b>4,095</b>	<b>(50)</b>		<b>-1.2%</b>

#### 3.2 Capital

n/a

### 4. OVERVIEW OF DELIVERY UNIT

#### 4.1 Managing the business

There are no concerns over any of the managing the business indicators.

#### 4.2 Change projects

Project	Outturn	Direction of Travel	Commentary
<b>Change in Governance System</b>	Green	↔	The project has delivered against all milestones thus far with decisions made by Constitution, Ethics and Probity Committee

### 4.3. Risk Overview

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

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

**Risk Commentary for Delivery Unit:**  
  
Overall there has been a review of the Assurance Group risks in the quarter and one of the risks was re-graded relating to the internal audit plan and the delays to completing reports experienced thus far. Mitigation strategies are in place to ensure the plan is delivered on time.  
Risks are considered bi-weekly by the senior management team. No risks are considered appropriate to escalate to delivery board or the Strategic Commissioning Board.

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		
AG0028 Risk of new governance arrangements not being fit for purpose by failing to reflect the needs and realities of the organisation.	Major 4	Possible 3	Medium High 12	Effective project management to ensure new governance arrangements reflect new council structure and organisation. members consulted and engaged throughout the review through Member Working Group. Constitution Ethics and Probity Committee to provide oversight of strategic direction.	Treat	Quarterly	Major 4	Unlikely 2	Medium High 8

Risk	Current Assessment Impact Probability Rating			Control Actions	Risk Status	Board Assurance (timing)	Target Assessment Impact Probability Rating		
AG0029 Failure of Directorates to meet statutory deadlines; failure to obtain all late approvals for reports; non urgent, late reports circulated	Major 4	Possible 3	Medium High 12	Publication of agenda/report deadlines and clear process guidance on intranet Forward planning documents to be instigated 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.	Treat	Quarterly	Major 4	Unlikely 2	Medium High 8
AG0026 There is a risk that the annual audit plan may not be completed according to schedule due to delays in Services providing information in a timely manner and audits taking longer than anticipated during the first year of transition into the commissioning council model.	Moderate 3	Likely 4	Medium High 12	Regular discussion with Services.  Assurance Assistant Director monthly review of plan so issues are identified early, recovery plan put in place and escalated to Assurance Director.  Progressive reports to audit committee and SCB	Treat	Quarterly	Moderate 3	Unlikely 2	Medium Low 6