



AUDIT AND GOVERNANCE COMMITTEE

Monday 29 July 2019

INTERNAL AUDIT REPORTS RECENTLY ISSUED

EXECUTIVE SUMMARY

1. Internal Audit reports are issued to the Audit and Governance Committee to enable the Committee to fulfil its Terms of Reference: 'To consider reports from the Head of Internal Audit...'.
2. The Audit and Governance Committee is invited to comment upon the contents of the attached Internal Audit Report:
 - Joint Review of Bank Reconciliations and General Ledger 2018-19.
 - Ethics and Culture 2018-19.
 - Joint Review of Accounts Receivable 2018-19.

Is the report Open or Exempt?	Open
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Wards Affected:	All
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Cabinet Member:	Councillor Steve Gallant Leader of the Council and Cabinet Member with responsibility for Resources
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Supporting Officer:	Mrs Siobhan Martin Head of Internal Audit 01394 444254 siobhan.martin@eastsoffolk.gov.uk
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1 INTRODUCTION

- 1.1 Internal Audit reports are issued to the Audit and Governance Committee to enable the Committee to fulfil its Terms of Reference: 'To consider reports from the Head of Internal Audit...'.
- 1.2 Internal Audit Reports are independent, evidence-based documents that provide assurance on the level of governance in operation and a clear roadmap for improvement, if required.
- 1.3 The Internal Audit report attached has recently been issued to those listed on the report distribution list.

2 BACKGROUND

- 2.1 Full copies of Internal Audit reports are forwarded to the Chief Executive and relevant senior officers, including the Section 151 Officer when appropriate.
- 2.2 Full reports are also sent to the relevant Portfolio Holder and all members of the Audit and Governance Committee once the reports are finalised.
- 2.3 All agreed recommendations are recorded on a database maintained by Internal Audit. This database provides the Head of Internal Audit with the mechanism to both track and follow up outstanding recommendations. Overdue recommendations which have poor governance implications are reported regularly to the Audit and Governance Committee

3 HOW DOES THIS RELATE TO THE EAST SUFFOLK BUSINESS PLAN?

- 3.1 The findings within each Internal Audit Report are directly linked to good governance arrangements and practices at the Council, which underpin the Council's strategic and operational workings including the East Suffolk Business Plan.

4 FINANCIAL AND GOVERNANCE IMPLICATIONS

- 4.1 Each Internal Audit report details any financial and governance implications, if applicable.
- 4.2 The Internal Audit reports presented to this Committee set out the main risks associated with the scope and objectives of that individual audit. A mechanism exists, including meetings between the Head of Internal Audit and Senior Management Team, to ensure that any remaining uncovered risks are fed back into the Audit risk model to ensure these are covered within the Strategic Audit Plan.
- 4.3 Any significant findings within individual reports will clearly state the associated risk that the Council is exposing itself to.
- 4.4 A crucial element within the Council's risk environment is the implementation of the recommendations put forward by Internal Audit and agreed by Management.

5 OTHER KEY ISSUES

- 5.1 There are no known implications in relation to this report over Equality Impact Assessment, Sustainability Impact Assessment or Partnership Impact Assessment.

6 CONSULTATION

- 6.1 There is no requirement upon the Council in this instance. All those parties listed on each report's distribution list have received the reports.

7 OTHER OPTIONS CONSIDERED

- 7.1 There are no other options to be considered in the context of this report. Legal and risk implications are inherently captured in the executive summary of each Internal Audit report.

8 REASON FOR RECOMMENDATION

- 8.1 To ensure that this report is considered within the overall control environment operated within the Council. To enable the Audit and Governance Committee to assure itself that the coverage by Internal Audit as outlined in the Audit Plan is adequate, and to enable the Committee to endorse the recommendations in support of effective corporate governance.

RECOMMENDATION

That the contents of the following Internal Audit Reports be commented upon:

- Joint Review of Bank Reconciliations and General Ledger 2018-19.
- Ethics and Culture 2018-19.
- Joint Review of Accounts Receivable 2018-19.

APPENDICES

Appendix A

Audit Reports:

- Joint Review of Bank Reconciliations and General Ledger 2018-19.
- Ethics and Culture 2018-19.
- Joint Review of Accounts Receivable 2018-19.

BACKGROUND PAPERS

Date	Type	Available From
2017	Public Sector Internal Audit Standards	Head of Internal Audit Siobhan.martin@eastssuffolk.gov.uk
Sept 2018	Internal Audit Charter	Head of Internal Audit Siobhan.martin@eastssuffolk.gov.uk