



INFRASTRUCTURE, GOVERNMENT AND HEALTHCARE

# Internal Audit Service 2008/09 Progress report (1)

Oxford City Council

25<sup>th</sup> June 2008

AUDIT

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## Statement of progress against the internal audit plan 2008/09

	Area	Planned Days	Timing	Scope
Authority Wide				
1	<b>Corporate Governance</b>	10	January 2009	Further enhancements are required within this area to improve the use of resources score received. We will focus on a couple of key issues to aid in the development of this area.
2	<b>Risk management</b>	15	June 2008 and ongoing support.	Risk management process have been revised in 2007/08 with local management of risk registers. We will review the arrangements at business unit level, the risk registers held, linkages to business planning, and how risk managed is factored into core business processes ensuring that risk management is embedded within the culture of the Authority.
3	<b>Equality and Diversity</b>	15	November 2008, to be completed after first impact assessments have been completed.	This area has not been subject to a review by internal audit (brought forward from 2007/08). We will review the overall arrangement for ensuring equality and diversity across the organisation against good practice.
4	<b>Health and Safety follow-up</b>	5	December 2008, to be completed after milestone dates for recommendations have been reached.	This area was assessed as weak at the review in 2006/07, and follow up in 2007/08 identified recommendations remained outstanding. Members require independent assurance that controls and procedures are operating as intended and as such we will continue to review progress in the implementation of agreed actions.
5	<b>Single status</b>	5	July 2008, to be completed prior to full costed proposal milestone of August 2008.	This review was requested by management and involves a validation of the single status pay model base data.
6	<b>Business Continuity/ Disaster Recovery</b>	10	June/July 2008	The Authority has been reviewing its arrangements in light of recent issues, including the Oxford floods in 2007. We will review the progress the Authority has made in implementing its action plan to further develop this area.

## Statement of progress against the internal audit plan 2008/09 – cont'd

	Area	Planned Days	Timing	Scope
Finance and Asset Management				
7	<b>Benefits</b>	15	December 2008	Managed audit – essential for DA reliance. Satisfactory ratings in 2005/06 and 2006/7 and good in 2007/08. We propose a similar compliance type audit due to the significance and value of the transactions.
8	<b>Local Taxation</b>	10	December 2008	Managed audit – essential for DA reliance. Satisfactory ratings in 2005/06 and good / satisfactory ratings in 2006/07 progressing to good in 2007/08. We propose walkthrough testing for both NNDR and Council tax.
9	<b>Payroll</b>	10	January 2009	Managed audit – essential for DA reliance. Satisfactory ratings in 2005/06 to 2007/08. We propose to undertake compliance testing.
10	<b>Accounts payable</b>	5	December 2008	Managed audit – essential for DA reliance. Satisfactory ratings to in 2005/6 and 2006/7 and good in 2007/08. We propose to carry out walkthrough testing.
11	<b>Accounts receivable</b>	5		Managed audit – essential for DA reliance. Satisfactory ratings to in 2005/6 and 2006/7 and good in 2007/08. We propose to carry out walkthrough testing.
12	<b>Main accounting</b>	5		Managed audit – essential for DA reliance. Satisfactory rating to date. We propose to undertake walkthrough testing to confirm that the design of the controls has not changed.
13	<b>Treasury management</b>	5		Managed audit – essential for DA reliance. Good rating to date. We propose to undertake walkthrough testing to conform that the design of the controls has not changed.
14	<b>Fixed Assets</b>	10	January 2009	Managed audit – essential for DA reliance. We propose to undertake compliance testing in this area.

## Statement of progress against the internal audit plan 2008/09 – cont'd

	Area	Planned Days	Timing	Scope
Business Systems				
15	<b>Data Security</b>	10	June/July 2008	Greater importance is now placed on data security as a result of recent National high profile cases where data has been lost or misplaced. We will review the arrangements the Authority has in place which ensures the safe keeping of information both on and off site.
City Regeneration				
16	<b>Building Control / Planning / Inspection/ Enforcement</b>	20	November 2008	This area has not been subject to a review by internal audit. We will review the controls in place over application processing, inspection and enforcement which ensure compliance with documented procedures.
17	<b>Taxi Licensing</b>	15	June 2008	This area has not been subject to a review by internal audit. We will review the controls in place over the approval and review of taxi licences which ensure compliance with documented procedures.
City Services				
18	<b>Local Financial Systems</b>	15	October 2008	We will review the local systems for receipting and collecting income within trade waste, leisure and the tourist information centre. We will also follow up the implementation of recommendations made in relation to the parks cash collection which was graded as weak in 2007/08.
19	<b>Housing Repairs</b>	20	October 2008	We propose to complete an end to end review of the responsive repairs process, from initial enquiry through to post inspection. We also propose to review the controls in place for recharging tenants for repairs which are their responsibility.
20	<b>Leaseholder recharging</b>	10	January 2009	We propose to review the processes in place which ensure compliance with legislation with the recovery of all income due to the Authority, including the approval of write-offs of bad debt.

## Statement of progress against the internal audit plan 2008/09 – cont'd

	Area	Planned Days	Timing	Scope
21	<b>Car Parking</b>	10	June 2008	Car Parking was last reviewed in 2005/6 where it received a satisfactory rating. We propose to review the overall arrangements in respect of car parking including the implementation of the car parking strategy, setting and collecting of charges, and compliance with legal obligations.
VFM				
22	<b>VFM follow up</b>	10	TBA	Members need assurance that management are beginning to implement the outcomes of value for money reports that have been agreed by the Audit & Governance Committee. We propose to undertake follow-up work on the capital Programme, Street Cleaning, Vehicle Maintenance and Housing Repairs.
23	<b>Leisure Market Testing</b>	20	TBA	The market testing of Leisure Services is a major project for the City Council and is very important in delivering the savings required for 2009/10 and beyond. Following our VFM work on Choice Based Lettings, Members were keen that KPMG should have a role reviewing the project as it unfolds, rather than waiting until the end of the process. We will use our experience of market testing to discuss alternative approaches with relevant officers/Members and will keep the Audit & Governance Committee informed of progress.
24	<b>VFM Mapping</b>	7	In progress	This exercise commenced in 2007/08 and is attempting to collate all the available empirical evidence of the comparative cost and quality of individual services and will enable the Authority to make better informed decisions on the actions it should take to improve VFM.
25	<b>VFM studies</b>	13	TBA	As with last year, we have allowed some VFM days to be commissioned on a "call-off" basis by Audit & Governance and officers in order to address emerging issues.
Contingency				
26	<b>Contingency</b>	25	TBA	Ad-hoc reviews