

**Progress Against Activities Undertaken for the period 1st July 2017 - 31st October 2017**

The progress against each task undertaken by the Internal Audit Section during the period is as follows:

<b><u>Internal Control Classification</u></b>	<b>Full Assurance</b> - Minimal or no risks identified. <b>Reasonable Assurance</b> - Controls appear to be operating effectively, however some weaknesses have been identified. <b>Limited Assurance</b> - Weaknesses have been identified with an increased risk to the Authority. <b>No Assurance</b> - Unacceptable risks identified.		
Area	Audit Brief	Internal Control Classification (Audit Opinion)	Progress / Comments
<b><u>ENVIRONMENT</u></b>			
<b><u>Property Services</u></b>			
Carbon Reduction Commitment (CRC)	To determine the effectiveness of the internal controls operating with regard to the Carbon Reduction Commitment submission.	Reasonable Assurance	Final report issued in September 2017. 3 weaknesses were made, of which 1 was high risk and 2 were medium risk. The Manager has agreed appropriate actions to mitigate the weaknesses identified.
Property Services Professional Services - Technical Services Income.	To determine the effectiveness of the internal controls operating with regard to the Provision of Property Services, Professional Services Income.	Not Applicable	Audit testing commenced in August 2017, Audit report being prepared.
<b><u>Public Protection</u></b>			
Homelessness Grant	Internal Audit review to ensure compliance with the grant terms and conditions including signing the grant certificate for Welsh Government.	Reasonable Assurance	Audit certificate and audit report issued in October 2017.
Houses to Homes	To determine the effectiveness of the internal controls operating with regard to the Houses to Homes Scheme.	Not Applicable	A review commenced in August 2017, Audit testing is ongoing.

<b><u>Highways</u></b>			
Special Investigation Highways	Internal investigation into a number of issues arising in the Highways Department.	Not applicable	Internal Audit Investigation is ongoing.
<b><u>Technical Services</u></b>			
Special Investigation Environment	Internal investigation into a number of issues arising in the Environment Department.	Not applicable	Internal Audit Investigation is ongoing.
<b><u>Estates</u></b>			
Community Asset Transfer	To determine the effectiveness of the internal controls operating with regard to Community Asset Transfer.	Not applicable	A review commenced in July 2017, Audit testing is ongoing.
<b><u>Community Services</u></b>			
School Catering	To determine the effectiveness of the internal controls operating with regard to School Catering - Financial Process.	Limited Assurance	Final report issued in September 2017. 15 weaknesses were made, of which 10 were high risk, 4 were medium risk and 1 was low risk. The Manager has agreed appropriate actions to mitigate the weaknesses identified. The Internal Audit Summary Report is attached at Appendix B1 .

<b><u>SOCIAL SERVICES</u></b>			
<b><u>Service Development &amp; Commissioning</u></b>			
Supporting People Grant	Internal Audit review to ensure compliance with the grant terms and conditions including signing the grant certificate for Welsh Government.	Reasonable Assurance	Audit certificate and audit report issued in September 2017.
Supporting People Regional Co-ordinator Grant (RDC)	Internal Audit review to ensure compliance with the grant terms and conditions including signing the grant certificate for Welsh Government.	Reasonable Assurance	Audit certificate and audit report issued in September 2017.
Business Resource Centre - Special Investigation Social Services	Internal investigation into a number of thefts within Social Services at the Business Resource Centre.	Not Applicable	Draft report issued in September 2017. A meeting is to be arranged to agree an action plan.
<b><u>Adult Services</u></b>			
Referral - Social Services, Second Time Around Service.	Internal investigation into a referral received within Social Services at the Business Resource Centre.	Limited Assurance	Final report issued in September 2017. 4 weaknesses were made, of which 3 were high risk and 1 was medium risk. The Manager has agreed appropriate actions to mitigate the weaknesses identified. The Internal Audit Summary Report is attached at Appendix B2
<b><u>RESOURCES</u></b>			
<b><u>Accountancy</u></b>			
Education Improvement Grant (EIG)	Internal Audit review to ensure compliance with the grant terms and conditions including signing the grant certificate for Welsh Government. Torfaen are the lead Authority for the overall grant, with Blaenau Gwent validating their own allocation.	Full Assurance	Audit certificate and audit report issued in August 2017.
Pupil Deprivation Grant (PDG)	Internal Audit review to ensure compliance with the grant terms and conditions including signing the grant certificate for Welsh Government.	Full Assurance	Audit certificate and audit report issued in September 2017.

<b><u>Revenues</u></b>			
NNDR	To determine the effectiveness of the key controls in operation with regard to the administration of NNDR. A Control Risk Self Assessment (CRSA) methodology has been used in part for this audit.	Not Applicable	A review commenced in September 2017, Audit testing is ongoing.
Debtors - Social services	To determine the effectiveness of the internal controls operating in respect of the Debtors System for Social Services.	Not Applicable	A review commenced in September 2017, Audit testing is ongoing.
Debtors System	To determine the effectiveness of the internal controls operating in respect of the Debtors System.	Not Applicable	Draft report issued in October 2017. A meeting is to be arranged to agree an action plan.
<b><u>Exchequer Services</u></b>			
Payroll System - Overtime	To determine the effectiveness of the internal controls operating with regard to Overtime.	Not Applicable	A review commenced in October 2017, Audit planning is ongoing.
Creditors Central System	To determine the effectiveness of the key controls with regard to the Creditor Payments System.	Not Applicable	A review commenced in August 2017, Audit testing is ongoing.
<b><u>Benefits</u></b>			
Cashiers	To determine the effectiveness of the key controls operating in respect of the Cashiers process.	Not Applicable	Draft report issued in October 2017. A meeting is to be arranged to agree an action plan.
School Clothing Grant	Internal Audit review to ensure compliance with the grant terms and conditions including signing the grant certificate for Welsh Government.	Reasonable Assurance	Audit certificate and audit report issued in September 2017.

<b><u>EDUCATION</u></b>			
<b><u>Youth Service</u></b>			
Youth Clubs	To determine the effectiveness of the internal controls operating with regard to Youth Clubs.	Reasonable Assurance	Final report issued in August 2017. 8 weaknesses were made, of which 4 were high risk and 4 were medium risk. The Manager has agreed appropriate actions to mitigate the weaknesses identified.
<b><u>Schools</u></b>			
Control Risk Self Assessment (CRSA)	Internal Audit review of the CRSA programme issued to all schools.	Reasonable Assurance	The CRSA report issued to Education in August 2017 The report is to be disseminated to all schools and for each Headteacher to provide assurance that their own internal controls are robust.
School Investigation	Investigation into the concerns highlighted by the Headteacher in respect of the governance arrangements at the School.	Reasonable Assurance	Final report issued in September 2017. 6 weaknesses were made, of which 5 were high risk and 1 was low risk. The Headteacher has agreed appropriate actions to mitigate the weaknesses identified.

<b><u>CORPORATE SERVICES AND STRATEGY</u></b>			
<b><u>Organisational Development</u></b>			
Settlement Agreements	To determine the effectiveness of the internal controls operating with regard to Settlement Agreements.	Not Applicable	A review commenced in Septemebr 2017, Audit testing is ongoing.
<b><u>Business Support</u></b>			
Members Allowances and Expenses	To determine the effectiveness of the internal controls operating in respect of Members Allowances and Expenses.	Not Applicable	Draft report issued in April 2017. A meeting has taken place to agree an appropriate action. Confirmation of agreed action is still to be finalised.
<b><u>CORPORATE AUDITS</u></b>			
<b><u>Corporate</u></b>			
Contracts	Attendance at pre-tender / tender opening meetings and any other meetings or advice up to the award of each contract including approving reports to the Chief Finance Officer for quality evaluations, select tender lists, and contract awards.	Not Applicable	Continuing support and advice to departments re: good practice and compliance with Contract Procedure Rules. During the period: Number of pre-tender reports:13 Number of tender openings: 21
<b><u>Key Governance Systems</u></b>			
Collaboration & Partnership	To determine the effectiveness of the governance arrangements in respect of Collaboration and Partnerships.	Reasonable Assurance	Final report issued in October 2017. 5 weaknesses were made, of which 2 were high risk and 3 were medium risk. The Manager has agreed appropriate actions to mitigate the weaknesses identified.