

CBSL

Summary Internal Audit Progress Report

**Police and Crime Commissioner for Wiltshire
and Chief Constable of Wiltshire Police**



September 2013

2013/14

Summary Internal Audit Progress Report

Summary Internal Audit Controls Assurance Report September 2013

INTRODUCTION

1. This Summary Internal Controls Assurance Report for the Police and Crime Commissioner and the Chief Constable is based on the internal audit work carried out by CBSL and management representations that have been received.

PROGRESS AGAINST THE 2013/14 ANNUAL PLAN FOR THE OFFICE OF THE POLICE AND CRIME COMMISSIONER AND THE POLICE FORCE

2. The table below (figure 1) shows the progress with the Plan.

Figure 1- Annual Audit Plan – June 2013

Review	Planned Qtr	Days	Category	Current Status
Governance-E-Commerce	1	3	Internal control	Final report issued August 2013
Risk Management-New Commissioning	1	5	Internal control	Fieldwork in progress
Strategic Control Arrangements	1	6	Internal control	Fieldwork in progress
ICT-Disaster Recovery	1	4	Internal control	Draft report issued May 2013
Security of found, seized and held property	2	6	Internal control	Draft report issued July 2013
Covert Funds	2	6	Internal control	Final report issued July 2013
Follow Up - 1	2	2	Internal control	Draft report issued July 2013
Asset Management	2	4	Internal control	Draft report issued August 2013
Budgetary Control	3	4	Internal control	Planned start date October 2013
Creditor Payments	3	4	Internal control	Planned start date December 2013
Debtors	3	4	Internal control	Planned start date December 2013
Payroll	3	5	Internal control	Planned start date December 2013
Treasury and Banking	3	4	Internal control	Planned start date December 2013
General Ledger	3	3	Internal control	Planned start date December 2013
Stock and Stores	3	3	Internal control	Planned start date December 2013
Pensions	3	5	Internal control	Planned start date November 2013
Supplies Management	4	5	Internal control	Planned start date January 2014
Follow Up - 2	4	2	Internal control	Planned start date February 2014

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AUDITS COMPLETED SINCE THE PREVIOUS SICA REPORT

3. The table below sets out details of audits completed since the previous meeting of the Audit Committee.

Review	Evaluation	Key Dates			Number of Recommendations			
		Draft issued	Responses Received	Final issued	1	2	3	OE
Governance – E Commerce	Substantial	24/07/13	23/08/13	27/08/13	-	2	-	-
Covert Funds	Reasonable	25/07/13	23/08/13	30/08/13	-	2	1	-

INTERNAL CONTROL FRAMEWORK

4. We have previously highlighted there had been a number of changes in last eighteen months including the implementation of the new finance system and the centralisation of the corporate resources systems that had impacted on the effectiveness of the internal control arrangements. The internal audit work undertaken has established that there has been an improvement in the control framework and the embedding of the new financial systems and processes. There are no new matters to raise in this SICA. These emerging matters are not necessarily all the control related risks facing the organisation at this time.

LIAISON

5. **Liaison with external audit:** We have provided Grant Thornton, the new External Auditors, with requested information relating to the staff working on the internal audit contract and our views on the risks of fraud within the organisation. We have provided copies of 2013/14 internal audit plan, all final reports issued to date during the year and details of the work completed on the move to the new financial ledger at the beginning of the 2012/13. We have prepared an Audit Protocol for Internal/External Audit which has been provided in draft to Grant Thornton for comment.
6. **Liaison with the Police Audit Group:** We are liaising with the Police Audit Group (the body which represents internal audit for police services) to establish best practice for delivering an effective internal audit service.

PROPOSED CHANGES TO THE ANNUAL PLAN 2013/14

7. The following matters are proposed as a result of the normal process of a new governance structure settling in and are not as a result of any identified deterioration in the internal audit controls framework. The Police and Crime Commissioner and the Chief Constable have been consulted on the proposed changes and their comments are shown against each of the proposed changes. Subject to the proposed changes being approved the reviews will be scheduled in to be completed in time for reporting to the September meeting of the Audit Committee.

Changes to the 2013/14 Annual Plan

8. At the June 2013 meeting the Audit Committee agreed the changes to the 2013/14 plan.

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Review	Change
Segregation of duties	The title of the review is to be changes to "Strategic Control Arrangements" and the review will focus on the extent to which the Financial Regulations which were drawn up prior to the appointment of the PCC remain fit for purpose.

AGREED CHANGES TO REPORTING ON AUDIT ASSIGNMENTS

11. It was agreed at the June Audit Committee that management comments from the Police and Crime Commissioner in relation to Priority 1 audit recommendations made to the Force will be provided in the quarterly Summary Internal Controls Report, rather than in the individual audit reports. This will speed up the process of progressing draft reports to final reports.

FRAUDS/IRREGULARITIES

12. We have not been advised of any frauds or irregularities during the period.

PROGRESS IN ACTIONING PRIORITY 1 RECOMMENDATIONS

13. We have been advised that all Priority 1 recommendations made in finalised internal audit reports have been fully actioned.

RESPONSIBILITY

14. This report has been prepared solely for management's use and must not be recited or referred to in whole or in part to third parties without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended, for any other purpose. CBSL and TIAA neither owes nor accepts any duty of care to any other party who may receive this report and specifically disclaims any liability for loss, damage or expense of whatsoever nature, which is caused by their reliance on our report.
