

FINAL REPORTS ISSUED IN QUARTER ENDING 30 JUNE 2014

AUDIT AREA	BRIEF DESCRIPTION OF SCOPE OF THE AUDIT	FINAL OPINION
ASSISTANT CHIEF EXECUTIVE (ACE)		
Data Quality – PIs	Assurance review of the data quality of 6 specified performance indicators.	Moderate Assurance
Economic Partnership	Assurance review of the arrangements in place to mitigate against the risks of; <ul style="list-style-type: none"> - a lack of clarity in respect of the roles and responsibilities of each partner - the financial management arrangements being inadequate - The performance management arrangements being inadequate - The risk management arrangements being inadequate 	Full Assurance
County Durham Children and Families Trust	Assurance review of the arrangements in place to mitigate against the risks of; <ul style="list-style-type: none"> - a lack of clarity in respect of the roles and responsibilities of each partner - The performance management arrangements being inadequate 	Full Assurance
CHILDREN AND ADULT SERVICES (CAS)		
Adult Learning & Skills Service (ALSS) - Learner Validation Phase 2	A request from the Strategic Lead: Progression and Learning for Internal Audit to validate on a sample testing basis that the Service had complied with Skills Funding Agency (SFA) Funding Rules 2013/14 and was eligible to the funding received in relation to Adult Learners.	Not Applicable
Blue Badge Scheme	To provide assurance on the management of the following risks: <ul style="list-style-type: none"> - Staff are unaware of the procedures to follow and do not carry out, or incorrectly carry out tasks - Legislation relevant to the service is not known and/or is not incorporated into working practices - Income is not accounted for/misappropriated - Unauthorised payments are made - Information and data are not protected from loss, damage or unauthorised disclosure - Performance management arrangements in place are inadequate - There is ineffective budgetary control 	Substantial Assurance
Caldicott Arrangements	To provide assurance on the management of the following risks: <ul style="list-style-type: none"> - Information and data which are sent or received using the postal system are not protected from loss, damage or unauthorised disclosure 	Substantial Assurance
County Durham Children and Families Trust	To provide assurance on the management of the following risks: <ul style="list-style-type: none"> - There is a lack of clarity in respect of the roles and responsibilities of each partner - The performance management arrangements in place are inadequate 	Full Assurance
Partnerships: Domestic Abuse Forum Executive Group (DAFEG)	To provide assurance on the management of the risk of poor governance arrangements.	Moderate Assurance
POPPIE	To provide assurance on the management of the following risks: <ul style="list-style-type: none"> - Information/data is accessed by unauthorised/inappropriate source - Loss of data 	Moderate Assurance

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	- Corruption of data	
Review of Out of Hours Safeguarding arrangements in Secure Services	To ensure there are effective out of hours arrangements in place for the safeguarding of vulnerable children and young people who are at risk of possible self-harm whilst being held in Secure Accommodation.	Substantial Assurance
Supported Housing linked to Staffing Houses	To provide assurance on the management of the following risks: <ul style="list-style-type: none"> - The Household accounts are not correctly complete - Arrangements in place for effectively using staffing resources are inadequate - The arrangements in place for completing and submitting rotas are inadequate - The arrangements in place for completing and submitting timesheets for payment are inadequate - Failure to carry out DBS checks on relevant employees - Ineffective budgetary control - Staff are unaware of their responsibilities and there is an inconsistent approach resulting in the service being challenged. 	Moderate Assurance
Youth Offending Service – Financial Management Arrangements	To support and assist the work the service is carrying out in ensuring the following risks are being effectively managed: <ul style="list-style-type: none"> - Financial information used to support decision making is not accurate or timely - Budget is significantly under/over spent 	Not Applicable
Petty Cash Irregularities	A request from the Strategic Manager: Service Support to evaluate the controls in place for petty cash in Locality Offices.	Not Applicable

NEIGHBOURHOOD SERVICES (NS)		
Strategic Waste Management	To provide assurance on the management of the following risks: <ul style="list-style-type: none"> - Planned savings are not achieved - Performance targets are not met 	Full Assurance
Clean & Green – Housing Association Contracts	To evaluate the control framework in place to provide assurance on the management of the risks associated with the Clean & Green Services - Livin Housing Association Contract.	Moderate Assurance
Gala Theatre Box Office	To provide assurance on the management of the following risks: <ul style="list-style-type: none"> - Customers unable to book tickets during busy periods - Loss of databox, internet, or phone lines. - Loss of cash through error or theft. - Discounted/Free tickets are inappropriately issued. 	Moderate Assurance
QMS Quarter 4 (Incorporated activities intended for review in Q3)	An advice and guidance review of the Quality Management System and Procedures prior to external inspections	N/A
Mountsett Crematorium	An annual assurance review of key systems in accordance with agreed SLA.	Substantial Assurance
Gala Variation 3194	To evaluate compliance with the Council's Contract Procedure Rules (CPR) in the procurement of the services of Technical Staff at the Gala Theatre prior to the granting of the variation 3194 to the CPRs	Moderate Assurance
Events Management	An advice and guidance review of the Safety Advisory Group (SAG) protocol and the associated support mechanisms.	N/A
Freemans Quay Cash Collection	To provide assurance on the management of the following risks: <ul style="list-style-type: none"> - Income is recorded or processed inaccurately. - Cash is held or transported insecurely. - Unauthorised access to the cash receipting system and till. 	Substantial Assurance

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Durham Town Hall – Income and Bookings	To provide assurance on the management of the following risks: <ul style="list-style-type: none"> - Invoices not raised for hired facilities. - Charges made are incorrect. - Income not received for facility hires. - Cash banked does not match that collected. - Unauthorised access to cash receipting system and till. - Cash is held and transported insecurely. 	Substantial Assurance
Bishop Auckland Town Hall – Income and Bookings	To provide assurance on the management of the following risks: <ul style="list-style-type: none"> - Hired facilities are appropriately invoiced and monitored for payment. - Cash is collected, handled, and banked in an appropriate and secure manner 	Substantial Assurance

REGENERATION AND ECONOMIC DEVELOPMENT (RED)		
Private Sector Housing	Assurance review of the arrangements in place for performance management and performance monitoring.	Full Assurance
Economic Partnership (Note that this review is included within the ACE audit plan)	Assurance review of the arrangements in place to mitigate against the risks of; <ul style="list-style-type: none"> - a lack of clarity in respect of the roles and responsibilities of each partner - the financial management arrangements being inadequate - The performance management arrangements being inadequate - The risk management arrangements being inadequate 	Full Assurance
Civil Parking, Park and Ride and Off Street Parking	Assurance review of the arrangements in place to mitigate against the risks of; <ul style="list-style-type: none"> - Loss of Income through fraud or error - Incorrect treatment of VAT - Service is not delivered in accordance with agreed contracts - Data is inaccurate, lost, stolen or inappropriately disclosed - IT system inaccessibility or failure 	Moderate Assurance

RESOURCES		
Counter Fraud – Grants payable	Planned counter fraud review to verify that there had been no fraudulent activity in relation to the sample of grants and loans reviewed.	N/A
Counter Fraud – Declarations of Interest: Employees	Planned counter fraud review to identify potential undeclared interests that could expose DCC to the risk of fraud / corruption.	N/A
Counter Fraud – Declarations of Interest: School Employees and Governors	Planned counter fraud review to identify potential undeclared interests that could expose DCC and School Governing Bodies to the risk of fraud / corruption.	N/A
Central Establishment Recharges	Assurance review of the arrangements in place to mitigate against the risks of; <ul style="list-style-type: none"> - The information provided is not reliable / accurate - The allocation and apportionment of costs is not reliable / accurate - The information provided to Services is not transparent / understandable / user friendly 	Substantial Assurance

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Public Health – Financial Arrangements	<p>Assurance review of the arrangements in place to mitigate against the risks of;</p> <ul style="list-style-type: none"> - Inadequate commissioning arrangements - Inadequate budget management and monitoring arrangements are in place - Dataflows of information relating to health-related activities are ineffective 	Substantial Assurance
Tendering & Quotations	<p>Assurance review of the arrangements in place to mitigate against the risks of;</p> <ul style="list-style-type: none"> - The procurement system and processes do not adhere to legislative requirements or best practice - Contracts are awarded where a county / regional / collaborative contract is already in place - Competition is restricted - Contracts are split to not exceed procurement thresholds - The most favourable offer as regards Council objectives, price and quality is not chosen - Sustainability aims are not considered or achieved - Collusion between candidates in order to share contracts and / or inflate prices - Preference is given to a favoured candidate; criteria, scoring or results may be manipulated, due to nepotism or inducement - Documentation is incomplete, lost, destroyed, tampered with, or inappropriately disclosed - Pressure from members on services and corporate procurement to influence procurement and bypass procedures 	Substantial Assurance
ICT Purchasing	<p>Assurance review of the arrangements in place to mitigate against the risks of;</p> <ul style="list-style-type: none"> - ICT purchases inconsistent with ICT Strategy and business requirements, including securing value for money - Breach of council standards and policies - Unaccounted for IT hardware and software 	Substantial Assurance

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NNDR	<p>Assurance review of the arrangements in place to mitigate against the risks of;</p> <ul style="list-style-type: none"> - Failure to adhere to legislation, best practice, and/or procedures - Parameters are incorrectly input - Annual billing run commences before input is complete - Bills produced are incorrect - Delays occur in sending out NNDR bills - Contributions and returns are not submitted promptly - Refunds are incorrectly calculated and valued - NNDR system and General Ledger are not updated to record payment and refund transactions - Recovery action is not initiated promptly and relevant records and accounts are not updated to record the recovery action - Debt recovery is inefficient - Direct Debits are improperly managed - NNDR system failure - Records and accounts are not updated to record amendments to properties - Valuation Office amendments are not processed in a timely manner - New/amended property records are incorrectly input or updated - Accounts are inaccurately and/or fraudulently set up - Amendments are not initiated and recorded promptly - Reliefs / Exemptions are incorrectly awarded - There is no / insufficient documentation to support transactions 	Moderate Assurance
Mobile Computing	<p>Assurance review of the arrangements in place to mitigate against the risks of;</p> <ul style="list-style-type: none"> - Data leakage resulting from device loss, device theft, theft of data from devices or interception of data in transit - Malware propagation, which may result in data leakage, data corruption, service unavailability or financial loss - Exposure of sensitive data resulting from unencrypted information stored on the Tablet device - Inappropriate device use - Tablet devices may not be identified, recorded, tracked, and protected 	Moderate Assurance
Homeworking	<p>Assurance review of the arrangements in place to mitigate against the risk of homeworking agreements being arranged which are contrary to stated policies and procedures.</p>	Moderate Assurance