

Allerdale Borough Council

Audit Committee – 13 September 2021

Assurance, Risk and Audit Report for the Quarter Ending 30 June 2021

Portfolio holder	Councillor Colin Sharpe.
Report from	Paula McKenzie, Assurance, Risk and Audit Officer/Acting ARA Manager.
Wards affected	All Wards.
Is this a key decision	No.

1.0 The reason for the decision

- 1.1 To inform the Committee of the work performed by the Assurance, Risk and Audit Team in the first quarter of the financial year 2021/22.

2.0 Recommendations

- 2.1 That the report is accepted subject to any additional information that the committee may require.

3.0 Background and Introduction

- 3.1 This is the first progress report for the financial year 2021/22.

- 3.2 Items covered in this report are as follows:

- Performance against the 2020/21 and 21/22 plans
- Assurance and consultancy activities during the quarter
- Fraud work
- Assurance, Risk and Audit activity performance,
- Quality Assurance and Improvement Program
- Agreed Action follow up, and
- Training and staffing.

4.0 Content

4.1 Performance against the 2021/22 Audit Plan

4.2 Time Summary

Activity	Planned Days	Actual Days
Statutory Assurance Reviews	67	0
Assurance and Risk Support	8	0
Follow up and performance	9	4.66
Completion of 2020/21 reviews	40	22.57
Assurance Reviews	0	0
Democratic Representation	22	3.78
Corporate Support	68	30.14
Projects	24	5.81
Peer Review	5	0
Advice	0	0
Investigations	0	1.42
Fraud Activities	10	2.30
Risk Management Facilitation	6	0.47
Contingency	2	0
Total Audit Time	261	71.15
Non-Chargeable		
Non chargeable time	58	15.95
Training	24	1.15
Sickness / other absences	9	0.24
Total Non-Chargeable Time	91	17.34
Annual Leave	64	10.05
Total Days available	352	88.49

4.3 The chargeable time performance for quarter one is 80% (total time/total days) this is above the planned target of 74.15%. This is considered an excellent achievement based on challenges faced within the team during this time.

4.4 The team have been under resourced since September 2020 which reduced the number of expected available days.

5 Assurance and Consultancy Activities

5.1 The assurance activities for this quarter focused on finalising the reviews of ICT, Financial Services, Revenues and Benefits and Car Parking Income.

5.2 Both the ICT and Financial Services reports were finalised in this quarter and submitted to the Audit Committee for consideration in June 2021. The following report has since been submitted during quarter two and can be found at **appendix one** to this report:

- Revenues and Benefits 18/19 (Appendix one restricted)

5.3 Following the creation of the Programme Office service the governance arrangements have changed. The ARA Manager is now only involved in risk discussions upon request.

5.4 The ARA Officer/acting manager has provided assurance and risk advice to support the organisation in the achievement of its objectives, advice and consultancy work has been performed in the following areas:

- Governance Group
- Grant support
- ERP Finance System
- Warning Marker Panel

6 Corporate Fraud

6.1 The National Fraud Initiative data matches were received in January 2021. These have been categorised by risk and allocated to the appropriate service for action.

6.2 The Audit and Revenues and Benefits departments have worked hard to review the data matches, 500 cases had been processed at the time of writing this report, with an identified over payment outcome from the Revenues and Benefits matches of £2,732.46.

LAST REPORT VIEWED	
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OVERALL SUMMARY	
PROCESSED : 500	
INVESTIGATING : 14	
CLEARED : 467	
FRAUDS : 0	
ERRORS : 33	
TOTAL OVERALL OUTCOMES : £2,732.46	
RECOVERING : 33	
RECOVERING : £2,732.46	
MANUAL ADJUSTMENTS	
ERROR CASES : 0	
FRAUD CASES : 0	
OUTCOMES SUMMARY	
LOGGED ON USERS	
KEY CONTACT	
4775, MISS PAULA MCKENZIE	

ID	REPORT TITLE
27	Housing Benefit Claimants to Housing Benefit Claimants
49.1	Housing Benefit Claimants to DWP Deceased
66	Payroll to Payroll
78	Payroll to Pensions
80	Payroll to Creditors
81	Payroll to Creditors
91	Housing Benefit Claimants to Waiting List
435	Council Tax Reduction Scheme to Payroll
436	Council Tax Reduction Scheme to Payroll
436.1	Council Tax Reduction Scheme to Pensions
440	Council Tax Reduction Scheme to Payroll
440.1	Council Tax Reduction Scheme to Pensions
446	Council Tax Reduction Scheme to Council Tax Reduction Scheme
459.1	Council Tax Reduction Scheme to Taxi Drivers
459.2	Council Tax Reduction Scheme to Taxi Drivers

6.3 A number of suspected grant frauds which were identified, no recovery was needed, all were reported to the relevant organisations as requested by BEIS, NAFN were also tasked by BEIS to ensure that the information was shared between the appropriate authorities.

7 Progress with the Annual Plan

7.1 The following reviews were in progress at 30 June 2019:

Audit Title	Status
Revenues and Benefits	Completed. Appendix one of report
Car Parks Income	Draft Report Clearance

7.2 Management's acceptance of recommendations - 100%

Assurance, Risk and Audit is designed to add value and assist management in achieving the organisations overall key aims and objectives. An indicator for ARA performance is that 100% of all recommendations made are accepted by management.

7.3 Management's implementation of agreed actions (recommendations)

After follow up following the quarter ending 30 June 2021, 0 actions were overdue.

8 Risk Management

8.1 Risk Management still currently sits with The Hub Manager, who confirmed that no third tier risk workshops had been prioritised in 20/21 or 21/22, however it has been informally communicated to the ARA Team that Risk Management will be returning to the service following the restructure, a date for this has not been confirmed. Covid risks are being managed by strategic groups and sub groups which included third tier Managers.

Risk support for third tiers and all employees will be in the way of online learning moving forward due to Covid. The Hub Manager has approved a mandatory online course with the Learning & Development Advisor.

Due to Covid no member training was facilitated in quarter one.

8.2 The Corporate Risk Register is published as part of the Performance Reports to Executive and can be found at the link below;

[Performance](#)

9.0 Implications and Impact

9.1 Contribution to Council Strategy Priorities, Outputs and Outcomes

Acceptance of the Assurance, Risk and Audit Team's work provides a direct and indirect contribution to the achievement of the Council's priorities, in accordance with the Assurance, Risk and Audit Service Plan.

9.2 Finance/Resource implications

There are no additional finance or resource issues that have not been previously highlighted in this report or previously reported to the Committee.

9.3 Legal and governance implications

There are no additional legal and governance issues that have not been previously highlighted in this report or previously reported to the Committee.

9.4 Risk analysis

Acceptance of this report has no risk management implications other than the consideration of the Corporate Risks and Issues Log by the Committee in terms of oversight of the effectiveness of Risk Management Framework.

9.6 Equality impacts

Equality is considered during the Assurance, Risk and Audit activities.

9.7 Health and Safety impacts

Acceptance of this report has no health and safety impacts.

9.8 Health, wellbeing and community safety impacts

Acceptance of this report has no health, wellbeing and community safety impacts.

9.9 Environmental/sustainability impacts

Acceptance of this report has no environmental/sustainability impacts.

9.10 Other significant implications

None.

Appendices attached to this report

Appendix number	Title of appendix
1	Revenues and Benefits Final Report (restricted)

Background documents available

Name of background document	Where it is available

Report author(s) and contact officer(s):

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