





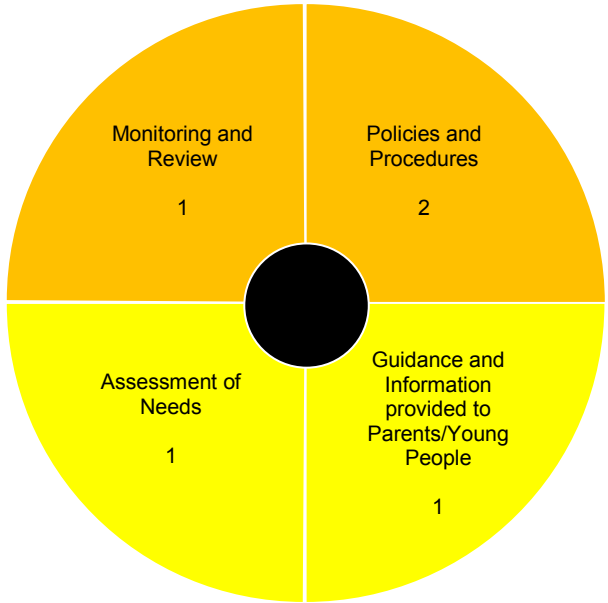






## Internal Audit Assessment Rationale

Risk rating	Assessment rationale
 Critical	<p>Critical and urgent in that failure to address the risk could lead to one or more of the following occurring:</p> <ul style="list-style-type: none"> <li>▪ Significant financial loss (through fraud, error, poor value for money)</li> <li>▪ Serious safeguarding breach</li> <li>▪ Life threatening or multiple serious injuries</li> <li>▪ Catastrophic loss of service</li> <li>▪ Failure of major projects</li> <li>▪ Critical Information loss leading to Information Commissioner's Office (ICO) referral</li> <li>▪ Reputational damage – Intense political and media scrutiny i.e. front-page headlines, television coverage.</li> <li>▪ Possible criminal, or high profile, civil action against the Council, Members or officers.</li> <li>▪ Intervention by external agencies</li> </ul> <p><b>Remedial action must be taken immediately</b></p>
 Major	<p>Major in that failure to address the issue or progress the work would lead to one or more of the following occurring:</p> <ul style="list-style-type: none"> <li>▪ High financial loss (through fraud, error, poor value for money)</li> <li>▪ Safeguarding breach</li> <li>▪ Serious injuries or stressful experience requiring medical treatment, many work days lost.</li> <li>▪ Significant disruption to service (Key outcomes missed, some services compromised. Management action required to overcome medium term difficulties)</li> <li>▪ Major Information loss leading to internal investigation</li> <li>▪ Reputational damage – Unfavourable external media coverage. Noticeable impact on public opinion.</li> <li>▪ Scrutiny required by external agencies</li> </ul> <p><b>Remedial action must be taken urgently</b></p>
 Moderate	<p>Moderate in that failure to address the issue or progress the work would lead to one or more of the following occurring:</p> <ul style="list-style-type: none"> <li>▪ Medium financial loss (through fraud, error or poor value for money)</li> <li>▪ Significant short-term disruption of non-core activities</li> <li>▪ Scrutiny required by internal committees.</li> <li>▪ Injuries or stress level requiring some medical treatment, potentially some work days lost</li> <li>▪ Reputational damage – Probable limited unfavourable media coverage.</li> </ul> <p><b>Prompt specific action should be taken</b></p>
 Low	<p>Low in that failure to address the issue or progress the work would lead to one or more of the following occurring:</p> <ul style="list-style-type: none"> <li>▪ Low financial loss (through error or poor value for money)</li> <li>▪ Minor errors in systems/operations or processes requiring action or minor delay without impact on overall service delivery schedule. Handled within normal day to day routines.</li> <li>▪ Reputational damage – Internal review, unlikely to have a wider impact.</li> </ul> <p><b>Remedial action is required</b></p>
Assurance Level	Description
Good	<b>Good assurance</b> – there is a sound system of internal control designed to achieve the objectives of the system/process and manage the risks to achieving those objectives. Recommendations will normally only be of Low risk rating. Any Moderate recommendations would need to be mitigated by significant strengths elsewhere.
Adequate	<b>Adequate assurance</b> – whilst there is basically a sound system of control, there are some areas of weakness, which may put the system/process objectives at risk. There are Moderate recommendations indicating weaknesses but these do not undermine the system's overall integrity. Any Critical recommendation will prevent this assessment, and any Major recommendations relating to part of the system would need to be mitigated by significant strengths elsewhere.
Limited	<b>Limited assurance</b> – there are significant weaknesses in key areas in the systems of control, which put the system/process objectives at risk. There are Major recommendations or a number of moderate recommendations indicating significant failings. Any Critical recommendations relating to part of the system would need to be mitigated by significant strengths elsewhere.
No	<b>No assurance</b> – internal controls are generally weak leaving the system/process open to significant error or abuse or reputational damage. There are Critical recommendations indicating major failings


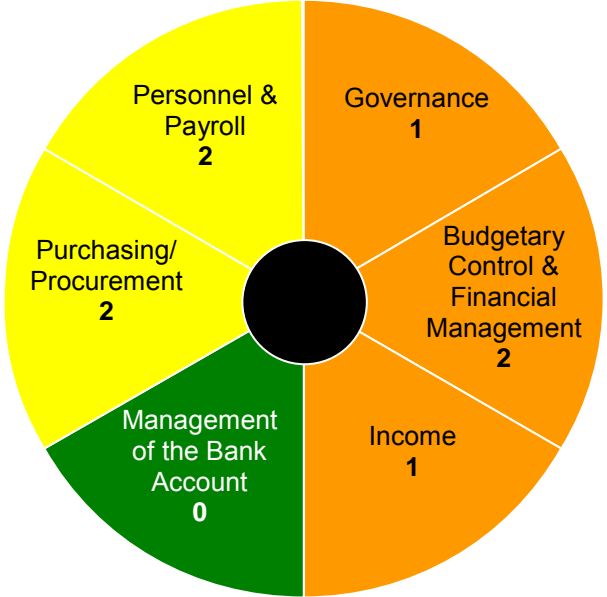




# Final Internal Audit Report 2017/18 – Personal Budgets (Families) (Direct Payments) – Follow up (C2)

## 1. Executive Summary

<p><b>Function:</b> Children and Families</p> <p><b>Audit Sponsor:</b> Helen Lincoln, Executive Director, Children, Families and Education</p> <p><b>Distribution List:</b> Helen Lincoln; Russel Breyer, Director Local Delivery (South); Gaye Cole, Service Manager (Mid); Sukriti Sen, Director, Local Delivery (C&amp;F); Christina Pace, Head of Strategic Commissioning and Policy; Sue Moorhouse, Service Manager (West); James Rice, Service Manager (North); Tamsyn Basson, Service Manager (South); Caroline Tandy, Service Manager (Transitions); Tracey Kelsbie, Head of IS Service Delivery; Joel Gandy, Senior Finance Business Partner; Cllr Madden, Cabinet Member for Children and Families; Margaret Lee, Executive Director, Corporate and Customer Services; Gavin Jones, Chief Executive Officer; Cllr Finch, Leader of the Council</p> <p><b>Final Report Issued:</b> 10 October 2018</p> <p><b>Date of last review:</b> November 2016</p>	<p><b>Overall Opinion</b></p> <p><b>LIMITED ASSURANCE</b> </p> <hr/> <p><b>Direction of Travel</b></p> <p>Control environment has improved since our previous audit </p>	<p><b>Number of Control Design Issues Identified</b></p> <p><b>0</b> Critical</p> <p><b>2</b> Major</p> <p><b>3</b> Moderate</p> <p><b>0</b> Low</p>	<p><b>Number of Control Operating in Practice Issues Identified</b></p> <p><b>0</b> Critical</p> <p><b>0</b> Major</p> <p><b>0</b> Moderate</p> <p><b>0</b> Low</p>	<p><b>Number of Recommendations</b></p> <p><b>5</b> Made</p> <p><b>0</b> Rejected</p> <p><b>N/A</b> Critical Rejected</p> <p><b>N/A</b> Major Rejected</p>
<p><b>Scope of the Review and Limitations:</b></p>	<p>This review focused on the implementation status of the recommendations agreed in the previous audit report. It therefore does not provide continued assurance on the controls in place to mitigate all the potential risks identified in our previous review.</p>			
<p><b>Critical and Major Findings and Recommendations</b></p> <p>The previous audit report issued in November 2016 gave a Limited Assurance opinion. There were three major and two moderate priority recommendations made.</p> <p>This follow-up concludes that there has been an improvement in the control environment since our prior year review and there are now two major and three moderate priority recommendations outstanding.</p> <p>The Director for Local Delivery (South) has advised that as a result of actions and work that has progressed since the audit fieldwork (carried out in early 2018) he believes that the risk ratings for the two major recommendations have reduced and that moderate ratings are now more reflective of the current risks.</p>	<p><b>Each risk area for this review is shown as a segment of the wheel. The key to the colours on the wheel is as follows:</b></p>  <ul style="list-style-type: none"> <li> Critical priority Control Design or Control Operating in Practice issues identified</li> <li> Major priority Control Design or Control Operating in Practice issues identified</li> <li> Moderate priority Control Design or Control Operating in Practice issues identified</li> <li> No / Minor Control Design or Control Operating in Practice Issues identified</li> </ul>			

# Final Internal Audit Report 2018/19 – De La Salle School (E101)

## 1. Executive Summary

<p><b>Function:</b> Education</p> <p><b>Audit Sponsor:</b> Clare Kershaw, Director , Education</p> <p><b>Distribution List:</b> Clare Kershaw; Catherine Burnett, Headteacher; Robin Marcus, Chair of IEB; Margaret Lee, Executive Director. Corporate &amp; Customer Services; Andrew Page, Head of Finance; Schools Finance Monitoring Team; Yannick Stupples-Whyley, Finance Business Partner; Lyn Wright, Head of Education &amp; Early Years; Cllr Ray Gooding, Cabinet Member for Education and Skills</p> <p><b>Final Report Issued:</b> October 2018 <b>Date of last review:</b> September 2011</p>	<p><b>Overall Opinion</b></p> <p><b>LIMITED ASSURANCE</b> </p> <p><b>Direction of Travel</b></p> <p>NA - the scope is not consistent with our prior audit</p>	<p><b>Number of Issues Identified</b></p> <p><b>0</b> Critical</p> <p><b>3</b> Major</p> <p><b>5</b> Moderate</p> <p><b>0</b> Low</p>	<p><b>Number of Recommendations</b></p> <p><b>8</b> Made</p> <p><b>1</b> Rejected</p> <p><b>N/A</b> Critical Rejected</p> <p><b>1</b> Major Rejected</p>
<p><b>Scope of the Review and Limitations:</b></p>	<p>The overall objectives of the audit were to ensure that an adequate control framework is in place to manage or mitigate the school's financial, fraud and governance risks. Lettings income collection processes were not tested.</p>		
<p><b>Critical and Major Findings and Recommendations</b></p> <p>Major priority findings and subsequent recommendations have been raised in this report, in the following areas:</p> <ul style="list-style-type: none"> <li>governance;</li> <li>financial monitoring; and</li> <li>income.</li> </ul>	<p><b>Each risk area for this review is shown as a segment of the wheel. The key to the colours on the wheel is as follows:</b></p>  <p>  Critical priority Control Design or Control Operating in Practice issues identified   Major priority Control Design or Control Operating in Practice issues identified   Moderate priority Control Design or Control Operating in Practice issues identified   No / Minor Control Design or Control Operating in Practice Issues identified         </p>		