

Chichester District Council

CORPORATE GOVERNANCE & AUDIT COMMITTEE 29 September 2016

Audit Reports & Progress Report – Audit Plan

1. Contacts

Report Author:

Stephen James – Principal Auditor

Tel: 01243 534736

E-mail: sjames@chichester.gov.uk

2. Recommendation

The committee is requested to consider and comment on the audit reports and to note progress against the Audit Plan.

3. Main Report

3.1. Data Security (Public Service Network)

Internal Audit looked at the PSN compliance checklist for 2015/16 together with supporting documentation, and have documented processes are in place for the responsibility of recording responses and review prior, prior to PSN submission for certification.

Internal Audit have recommended that a formal review process be introduced to ensure that the PSN submission is carefully reviewed on a timely basis.

3.2. Rent Deposits

This audit covered the processes in place for applicants who were offered a Rent in Advance and Bond Deposit, to ensure that it is self-funding and that evidence is sort before payment is made.

A number of minor/important recommendations were made but the significant one was to formalise the review process so that quarterly recommendations are signed and dated by a senior member of staff.

3.3. Treasury Management

A new Treasury Management process has been introduced. This audit aimed to document the process and identify controls that could then be tested.

No major concerns were reported and the recommendations made were regarding the reconciliation process, which needs to be completed on a quarterly basis by an independent person and reviewed, signed off and dated.

4. Background

4.1. Not Applicable

5. Outcomes to be achieved

5.1. Not Applicable

6. Proposal

6.1. Not Applicable

7. Alternatives that have been considered

7.1. Not Applicable

8. Resource and legal implications

8.1. Not Applicable

9. Consultation

9.1. Not Applicable

10. Community impact and corporate risks

10.1. Not Applicable

11. Appendices

Appendix 1 – Data Security (PSN)

Appendix 2 – Rent Deposits

Appendix 3 – Treasury Management

Appendix 4 – Audit Plan Progress Report

12. Other Implications

Are there any implications for the following?		
	Yes	No
Crime & Disorder:		√
Climate Change:		√
Human Rights and Equality Impact:		√
Safeguarding:		√
Other (Please specify):		√

13. Appendices

13.1. Progress Report – Audit Plan

14. Background Papers

13.1 None