

Police and Crime Commissioner for Hampshire and Hampshire Constabulary

Appendix A

Joint Audit Committee

25 June 2013

Internal Audit progress report 2012/13 and 2013/14

Report of the Chief Finance Officer to the Police and Crime Commissioner

1. Opinion definitions

Opinion	Framework of governance, risk management and management control
Substantial assurance	A sound framework of internal control is in place and is operating effectively. No risks to the achievement of system objectives have been identified.
Adequate Assurance	Basically a sound framework of internal control with opportunities to improve controls and/or compliance with the control framework. No significant risks to the achievement of system objectives have been identified.
Limited assurance	Significant weakness identified in the framework of internal control and/or compliance with the control framework which could place the achievement of system objectives at risk.
No assurance	Fundamental weakness identified in the framework of internal control or the framework is ineffective or absent with significant risks to the achievement of system objectives.

2. Status of 'live' reports, those cleared since the last progress report and 2012/2013 reports

Audit title	Report date	Audit Sponsor	Audit Assessment		Management Actions (of which are 'high' priority)			
			Original	Current	Reported	Cleared	Pending	Overdue
2011/12								
Revenue Contracts	22/11/11	CFO to the CC	Adequate	Adequate	4(3)	4(3)		
Pensions Transitional Arrangements	04/09/12	CFO to the CC	Adequate	Adequate	6(4)	6(4)		
2012/13								
Firearms Licensing	23/07/12	DCC	Adequate	Adequate	7(0)	6(0)		1(0)
Service centre (finance and facilities)	11/12/12	DCC	Adequate	Adequate	16(11)	16(11)		
Tasking and co-ordination – briefing tool	18/12/12	DCC	Adequate	Adequate	8(7)	8(7)		
Business continuity part one	19/12/12	DCC	Limited	Limited	6(0)	6(0)		

Audit title	Report date	Audit Sponsor	Audit Assessment		Management Actions (of which are 'high' priority)			
			Original	Current	Reported	Cleared	Pending	Overdue
			Accounts receivable	08/01/13	CFO to the CC	Adequate	Adequate	15(12)
Workforce planning and utilisation	11/02/13	Dir of HR	Adequate	Adequate	9(1)	6(1)		3(0)
Pro active fraud – credit cards	16/04/13	CFO to the CC	Adequate	Adequate	9(8)	8(8)	1(0)	
Risk management	02/05/13	DCC	Limited	Limited	8(3)		8(3)	
Supply chain management	13/05/13	CFO to the CC	Adequate	Adequate	8(4)	7(4)	1(0)	
Recording and management of assets	16/05/13	CFO to the CC	Adequate	Adequate	7(2)	2(1)	5(1)	
Collaboration – Witness protection – governance and finance	03/05/13	DCC	Limited	Limited	13(4)	11(4)		2(0)
Payroll	30/05/13	CFO to the CC	Adequate	Adequate	5(0)		5(0)	

Audit title	Report date	Audit Sponsor	Audit Assessment		Management Actions (of which are 'high' priority)			
			Original	Current	Reported	Cleared	Pending	Overdue
Factual accuracy agreed and awaiting management actions	Draft report issued							
Scientific services (Joint with HCC)	21/05/13		Adequate	Adequate				
HR Modernisation – data migration	10/05/13		Adequate	Adequate				
Business continuity part two	22/04/13		Limited	Limited				
Pension arrangements	23/04/13		Limited	Limited				

Audit title	Report date	Audit Sponsor	Audit Assessment		Management Actions (of which are 'high' priority)			
			Original	Current	Reported	Cleared	Pending	Overdue
Assurance from collaboration audits								
Information management – Thames Valley	Issued by TV: 17/04/13 Received: 01/05/13		Majority assurance	Majority assurance				
ICT – Thames Valley	Issued by TV: 09/04/13 Received: 17/04/13		Limited assurance	Limited assurance				

3. Internal audit performance

3.1 The 2012/13 internal audit plan was prepared in line with the internal audit strategy and was approved by the Hampshire Police Authority's Governance Committee in March 2012. The original plan totalled 244 days and this has been revised to 238.5 at year end due to unused contingency time. As at 10 June 2013 we have delivered 99% of this revised plan.

4. Rolling work programme

Audit title	Audit Sponsor	Audit Progress				
		Audit Outline issued	Fieldwork commenced	Fieldwork complete	Draft report issued	Final report issued
2012/13 Audit Plan						
Business continuity and disaster recovery Part 1	DCC	✓	✓	✓	✓	19/12/12
Business continuity and disaster recovery Part 2	DCC	✓	✓	✓	✓	
Supply chain management	DCC and CFO to the CC	✓	✓	✓	✓	13/05/13
Recording and management of assets	CFO to the CC	✓	✓	✓	✓	16/05/13
Workforce planning and utilisation	Dir of HR	✓	✓	✓	✓	11/02/13
Firearms licensing	DCC	✓	✓	✓	✓	23/07/12
Tasking and co-ordination – briefing tool	DCC	✓	✓	✓	✓	18/12/12
Scientific services	DCC	✓	✓	✓	✓	
HR modernisation project – data migration	Dir of HR	✓	✓	✓	✓	
Collaboration arrangements – Witness Protection - governance	DCC	✓	✓	✓	✓	03/05/13
Service centre (Finance and facilities)	DCC	✓	✓	✓	✓	11/12/12

Audit title	Audit Sponsor	Audit Progress				
		Audit Outline issued	Fieldwork commenced	Fieldwork complete	Draft report issued	Final report issued
Risk management	DCC	✓	✓	✓	✓	02/05/13
National fraud initiative	CFO to the CC	n/a	✓	✓	n/a	n/a
Pro-active fraud work	Head of PSD	✓	✓	✓	✓	16/04/13
Accounts receivable	CFO to the CC	✓	✓	✓	✓	08/01/13
Payroll	CFO to the CC	✓	✓	✓	✓	30/05/13
Pension arrangements	CFO to the CC	✓	✓	✓	✓	
2012/13 Collaboration audits						
Information management	Thames Valley					01/05/13
ICT	Thames Valley					17/04/13
2013/14 Audit Plan						
Health and safety arrangements	DCC	✓	✓			
Supply chain management	DCC & CFO to the CC	Q4				
Revenue contracts	CFO to the CC	✓	✓			
Recruitment, pre-employment checks and leavers	Director of HR	Q2				

Audit title	Audit Sponsor	Audit Progress				
		Audit Outline issued	Fieldwork commenced	Fieldwork complete	Draft report issued	Final report issued
HR Modernisation/self-service	Director of HR	Q4				
Collaboration arrangements – Joint operations	DCC	✓				
Service centre	DCC	Q3				
Estates strategy review	CFO to the CC	Q4				
Risk management	DCC	Q4				
Decision making and accountability	DCC	Q2				
Shared services (with non-police bodies)	DCC	Q3				
National Fraud Initiative	CFO to the CC					
Pro-active fraud work	Head of PSD	Q3				
Accounts payable	CFO to the CC	Q2				
Payroll	CFO to the CC	Q4				
Cash collection and banking (themed review)	CFO to the CC	✓	✓			
Treasury management	CFO to the CC	✓				

Audit title	Audit Sponsor	Audit Progress				
		Audit Outline issued	Fieldwork commenced	Fieldwork complete	Draft report issued	Final report issued
2013/14 Collaboration audits						
Information management	Thames Valley					
ICT	Thames Valley					
South East Regional Organised Crime Unit (SEROUCU)	Thames Valley					

Key to sponsors

DCC	Deputy Chief Constable
D of HR	Director of Human Resources
CFO to the CC	Chief Finance Officer to the Chief Constable
Head of PSD	Head of Professional Standards Department