

Police and Crime Commissioner for Hampshire and Hampshire Constabulary

Item 6, Appendix A

Joint Audit Committee

10 December 2013

Internal Audit progress report 2013/14

Report of the Chief Internal Auditor

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 and those cleared since the last progress report

Audit title	Audit scope	Report date	Audit Sponsor	Audit Assessment		Management Actions (of which are 'high' priority)				
				Original	Current	Reported	Cleared	Pending	Overdue	Not accepted by HC
2012/13										
Firearms licensing	Full scope review – assessment of applications, granting of licences, review and revocation.	23/07/12	DCC	Adequate	Adequate	7(0)	6(0)		1(0)	

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Audit title	Audit scope	Report date	Audit Sponsor	Audit Assessment		Management Actions (of which are 'high' priority)				
				Original	Current	Reported	Cleared	Pending	Overdue	Not accepted by HC
				Risk management	Review of arrangements in place for the Strategic Risk Register and those at the level below this. This review did not cover operational police work.	2/05/13	DCC	Limited	Limited	8(3)
				<i>Testing found that the processes in place for strategic risk management were sound, however issues were identified with the level below this where area reorganisation had left potential gaps.</i>						

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Audit title	Audit scope	Report date	Audit Sponsor	Audit Assessment		Management Actions (of which are 'high' priority)				
				Original	Current	Reported	Cleared	Pending	Overdue	Not accepted by HC
Business continuity part two	Follow up of previous report's actions – focused on BC within stations and the roll out of new Emergency Response Boards. This review did not cover operational police work.	27/08/13	DCC	Limited	Limited	4(0)	3(0)		1(0)	
Scientific services (Joint with Hampshire County Council)	Implementation and management of the shared forensic service with HCC.	10/09/13	DCC	Adequate	Adequate	6(6)		1(1)	5(5)	

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Audit title	Audit scope	Report date	Audit Sponsor	Audit Assessment		Management Actions (of which are 'high' priority)				
				Original	Current	Reported	Cleared	Pending	Overdue	Not accepted by HC
2013/14										
Revenue contracts	This audit focused on spend which was under the main tender threshold of £50,000.	26/11/13	CFO to the CC	Adequate	Adequate	6(0)		6(0)		
Collaboration – Joint Operations Unit	This audit focused on the governance and finance of the JOU.	28/11/13	DCC	Adequate	Adequate	5(0)	5(0)			

3. Internal audit performance

- 3.1 The 2013/14 internal audit plan was prepared in line with the internal audit charter and totals 244 days. As at 31 October 2013 we have delivered 60% of this plan.
- 3.2 The plan was reviewed in September 2013 with the OPCC and HC to ensure that it still reflects current risks and as a result amendments were made adding two reviews, one on the Police and Crime Plan and one on the Stage 2 transfer. The

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Estates Strategy review and Risk Management review were removed from the plan due to the current work being undertaken by the OPCC and CC in these areas. It was agreed that reviews of these areas in 2014/15 would be more appropriate.

- 3.3 However, the Joint Audit Committee have raised concern over the delays in implementing the new joint approach to risk management in the OPCC and Hampshire Constabulary and it is therefore proposed that the review of risk management be reinstated and carried out towards the end of 2013/14 to assess progress made in this area. In order to carry out this review it is suggested that the planned review of HR Modernisation is removed from the plan. The HR Modernisation review was due to cover the new ITrent system, however further roll out of this system has been superseded by the plans in place for Joint Working.

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4. Rolling work programme

Audit title	Audit Sponsor	Audit Progress				
		Audit Outline issued	Fieldwork commenced	Fieldwork complete	Draft report issued	Final report issued
2013/14 Audit Plan						
Health and safety arrangements	DCC	✓	✓	✓		
Accounts payable	CFO to the CC	✓	✓	✓	✓	
Cash collection and banking (themed review)	CFO to the CC	✓	✓	✓	✓	
Treasury management	CFO to the CC	✓	✓	✓	✓	11/08/13
Revenue contracts	CFO to the CC	✓	✓	✓	✓	26/11/13
Recruitment, pre-employment checks and leavers	Dir of HR	✓	✓	✓	✓	
Collaboration arrangements – Joint operations	DCC	✓	✓	✓	✓	28/11/13
Service centre	DCC	✓	✓	✓	✓	
Shared services (with non-police bodies – Hampshire County Council and Hampshire Fire and Rescue Authority)	DCC	Q3				
Pro-active fraud work	Head of PSD	Q3				
Payroll	CFO to the CC	✓	✓			

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Audit title	Audit Sponsor	Audit Progress				
		Audit Outline issued	Fieldwork commenced	Fieldwork complete	Draft report issued	Final report issued
Stage 2 transfer	CFOs to the CC and PCC	✓	✓			
Supply chain management	DCC & CFO to the CC	Q4				
Decision making and accountability	DCC	Q4				
HR Modernisation/self-service	Dir of HR	Suggested to remove from 2013/14 plan				
Police and Crime Plan (scope to include grants to Community Safety Partnerships)	PCC	✓	✓			
Estates strategy review	CFO to the CC	Postponed to 2014/15				
Risk management	DCC	Suggested to carry out in Q4				
National Fraud Initiative	CFO to the CC	N/A	✓			
2013/14 Collaboration audits						
Information management	Thames Valley					
ICT	Thames Valley					
South East Regional Organised Crime Unit (SEROUCU)	West Sussex	-	-	-	-	Nov 2013

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Key to sponsors

PCC	Police and Crime Commissioner
DCC	Deputy Chief Constable
Dir 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

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