



POLICE AND CRIME COMMISSIONER  
FOR NORTH YORKSHIRE AND CHIEF  
CONSTABLE OF NORTH YORKSHIRE

**Internal Audit Progress Report**

13<sup>th</sup> December 2016



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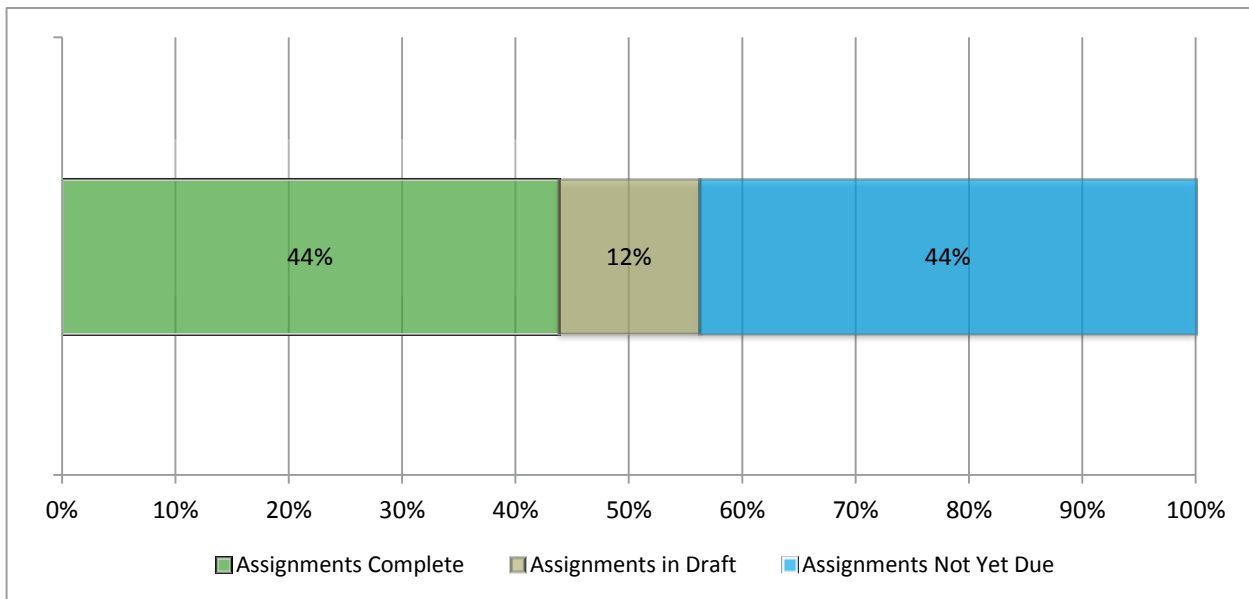
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# 1 INTRODUCTION

The internal audit plan for 2016/17 was approved by the Joint Independent Audit Committee on 15th March 2016.

Please see the chart below for current progress against the plan.



## 2 REPORTS CONSIDERED AT THIS JOINT INDEPENDENT AUDIT COMMITTEE

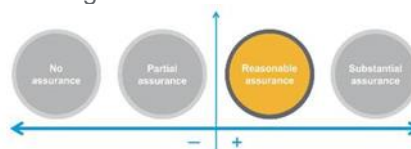
This table informs of the audit assignments that have been completed and the impacts of those findings since the last Joint Independent Audit Committee held.

We have finalised four reports since the previous meeting and issued a further two reports in draft. Reports presented at this meeting are shown in bold.

Appendix A also details of the full history of the audits completed in 2016/17.

Assignments	Status	Final/Draft Opinion issued	Actions agreed		
			L	M	H
Overtime, Bonus and Honorarium Payments	Final		1	2	0
Seized Cash Spot Checks	Final		0	3	0
Data Quality (including Governance)	Final		1	2	1
Management of Police Information (MoPI) MMI Project	Final		1	1	0
Commissioning	Draft issued 4 <sup>th</sup> November 2016	Advisory	1	4	1
Collaborations	Draft issued 14 <sup>th</sup> November 2016	Odyssey	0	1	1

Regional Scientific Support Services and Regional Procurement 1 1 0



<sup>1</sup> Please note, the number of agreed actions and assurance levels could change for the reports currently in draft. The responses have not been formally agreed with the audit lead.

## 2.1 Impact of findings to date

Our reviews since the last Joint Independent Audit Committee of **Overtime, Bonus and Honorary Payments, Seized Cash Spot Checks** and **Management of Police Information (MoPI) MII Project** identified the organisation can take **positive assurance** that the controls upon which it relies on to manage the identified area were suitably designed, consistently applied and operating effectively. The key medium management actions for each review are as follows:



- **Overtime, Bonus and Honorary Payments** – the report contained two medium and one low priority actions. The medium priority management actions related to: the lack of approval for honorary payments from Payroll and we identified differences between the overtime claimed on the DMS system and the paper records.
- **Seized Cash Spot Checks**– the report contained three medium priority management actions. The medium priority management actions related to: the monthly audits had not been performed by the Exhibits team at Scarborough police station, monies had not been banked in a timely manner and that the cash handling procedures had not been followed fully.
- **Management of Police Information (MoPI) MII Project**– the report contained one medium and low priority management actions. The medium priority management action related to project milestones had not been reported/included on the agenda of the Project Team’s meetings.

Our reviews of **Data Quality (including Governance)** concluded with partial assurance opinion and action is required to strengthen the control framework to ensure the areas are effectively managed. The key high priority management action related to duplicate records/data entry errors had not be merged or rectified in a timely manner.



### 3 LOOKING AHEAD

Assignment area	Timing per approved IA plan 2016/17	Status	Target JIAC per the IA Plan 2016/17
Complaints	November 2016	Fieldwork planned for week commencing 28 <sup>th</sup> November  Planning approved by the JCRG	March 2017
Key Financial Controls	December 2016	Fieldwork planned for week commencing 5 <sup>th</sup> December  Planning document has been issued to the audit lead for sign off	March 2017
Proceeds of Crime – Management of Sensitive Property	January 2017	Fieldwork planned for week commencing 9 <sup>th</sup> January	March 2017
Seized Cash Spot Checks	January 2017	Fieldwork planned for week commencing 9 <sup>th</sup> January  Planning approved by the JCRG	March 2017
Follow Up of Previous Internal Audit and HMIC Recommendations	January 2017	Fieldwork planned for week commencing 16 <sup>th</sup> January  Planning approved by the JCRG	March 2017
Annual Petty Cash Check	March 2017	Fieldwork planned for week commencing 9 <sup>th</sup> January  Planning approved by the JCRG	June 2017

## 4 OTHER MATTERS

### 4.1 Changes to the audit plan

Auditable area	Reason for change
Risk Management: Assurance Framework	An allocation of seven days was incorporated into the 2016/17 internal audit plan. Discussions with the Acting Chief Executive Officer and Acting Deputy Chief Constable requested the budget for this review to be used for a risk management workshop with the organisation's senior management team.

### 4.2 Added value work

Since the last meeting Joint Independent Audit Committee meeting we have also issued the following:

#### Police Risk Register analysis

Our risk register analysis document provides information to help forces, Offices of Police and Crime Commissioners (OPCCs) and audit committees to review and challenge their own risk profiles and to help with ongoing risk identification and horizon scanning. It provides the outcomes of our analysis of police risk registers and highlights key risk changes within the sector over the last two years (when RSM last undertook this analysis). The document identifies a number of areas for improvement in risk management and internal control, acting as a useful sense check for police forces and OPCCs to utilise when considering their risks; an activity that is particularly beneficial during times of change

#### Emergency Services sector update – November 2016

Published on 18<sup>th</sup> November our regular briefing included updates on:

- Emergency Services Network
- Little Book of cyber scams
- Home Secretary's conference speech
- Delivering Good Governance
- Joined up response to Child Protection
- Police procurement
- Public confidence in the police
- Police risk register analysis
- Fire procurement
- Updates from Parliament
- Fire risk register analysis

### 4.3 Key performance indicators (KPIs)

Delivery	Quality		Quality	Quality	
	Target	Actual		Target	Actual
Audits commenced in line with original timescales	Yes	No <sup>1</sup>	Conformance with PSIAS and IIA Standards	Yes	Yes
Draft reports issued within 10 days of debrief meeting	100%	100% - 9 days (average)	Liaison with external audit to allow, where appropriate and required, the external auditor to place reliance on the work of internal audit	Yes	Yes
Management responses received within three days of draft report	100%	100% - one day (average)	% of staff with CCAB/CMIIA qualifications	>50%	67% ytd
			Turnover rate of staff	<10%	No turnover of staff
Audit reports presented to agreed Joint Independent Audit Committee meetings	Yes	No <sup>1</sup>	Response time for all general enquiries for assistance	2 working days	2 working days
% of High & Medium recommendations followed up	Yes	Yes	Response for emergencies and potential fraud	1 working days	N/A

#### Notes

<sup>1</sup> The Overtime, Bonus and Honorarium Payments audit was scheduled to take place in May 2016. However, discussions with the executive lead and due to the minimum number of transactions available for review at the start of the financial year the decision was agreed to perform the audit in August 2016. This was reported to the Joint Independent Audit Committee at the June 2016 meeting.

The Commissioning and Collaboration reviews were due to be presented to the Joint Independent Audit Committee in December 2016. Both reports have been issued in draft.



# APPENDIX A: INTERNAL AUDIT ASSIGNMENTS COMPLETED TO DATE

Reports previously presented to the Joint Audit Independent Committee:

Assignment	Opinion issued	Actions agreed		
		L	M	H
HR Training		0	3	0
IT Network Security and Disaster Recovery		2	2	0
Follow Up of Previous Internal Audit and HIMC Recommendations	Reasonable progress	2	2	0

# FOR FURTHER INFORMATION CONTACT

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