



Devon & Cornwall Police and The Office of the Police & Crime Commissioner (OPCC)

Dorset Police and The Office of the Police & Crime Commissioner (OPCC)

Report of Internal Audit Activity - July 2019

Internal Audit ■ Risk ■ Special Investigations ■ Consultancy

## Executive Summary

The Assistant Director is required to provide an annual opinion to support the Annual Governance Statement.

As part of our plan progress reports, we will provide an ongoing opinion to support the end of year annual opinion.

We will also provide details of any significant risks that we have identified in our work, along with a progress update in relation to outstanding Priority 1 & 2 recommendations.

### Audit Opinion and Summary of Significant Risks

#### **Audit Opinion:**

Overall, based on the work completed since the last update to the Committee, I can report that risks are reasonably well managed, and the systems of internal control are working effectively. This is further detailed within the Annual Internal Audit Opinion Report 2018/19, also presented at this Committee.

**In order to avoid duplication of coverage, we have detailed the summary of audit opinions, performance data and Progress Against the 2018/19 Plan schedule within the Annual Opinion report only.**

#### **Progress of 2019/20 Internal Audit Plan**

At the time of reporting, progress is being made with the 2019/20 audit plan as outlined in Appendix A. Due to the recent commencement of the financial year, no reports have yet been finalised. A further verbal update will be provided to the Committee in the meeting.

#### **Significant Risks:**

We detailed a number of significant risks as part of our Annual Internal Audit Opinion Report 2018/19.

No significant risks have been identified at this stage relating to 2019/20 audit work.

Where audit reviews have resulted in a 'Partial' assurance rating, a summary of the key findings from these reviews have been summarised at **Appendix B**. Since our last progress report to Committee, there have been two reviews finalised that have received a 'Partial' assurance opinion. These include the following audits:

- Agresso Reconfiguration Project
- Risk Management

#### **Outstanding Recommendations:**

As stated previously, from 2018/19, the process of following up recommendations and independently verifying the evidence of implementation is being undertaken by SWAP for those scoring as Priority 1 and 2. Priority 3 recommendations will continue to be monitored internally by the Force. This process remains in place for

## Executive Summary

2019/20.

Recommendations will remain on this schedule for monitoring by the Committee until the appropriate confirmations have been provided that the risks have been appropriately mitigated/ addressed. An update on Priority 1 & 2 recommendations due for implementation on or prior to 30 June 2019 is attached at **Appendix C**.

This includes the most recent update from the Responsible Officer(s). Many of these updates indicate an ongoing status towards implementation and a revised target date has been inserted. We did not however receive an update regarding two recommendations and as such these are marked as outstanding in the appendix.

At the Committee's request, we have completed a specific Follow Up piece of work regarding the recommendations raised in the Disaster Recovery audit in 2018/19. This is attached at **Appendix D**.

## Internal Audit Plan Progress 2019/20

We keep our audit plans under regular review to ensure that we are auditing the right things at the right time.

### Approved Changes to the Audit Plan

The outturn for the Strategic Alliance Audit Plan for 2018/19 has been reported within the Annual Opinion report also presented to this Committee.

The Strategic Alliance Audit Plan for 2019/20 is reported under **Appendix A** and is subject to change to meet the requirements and emerging risks of the Strategic Alliance.

Since the start of the 2019/20 financial year, the following changes have been made to the Audit Plan as follows:

Audits deferred from the 2018/19 Joint Internal Audit Plan to be finalised in 2019/20:

- DP&DCP: Police Officer Overtime

Minor amendments made to the 2019/20 Internal Audit Plan:

- DP&DCP: Data Protection – Discs – moved to **Q2** from Q1
- DP&DCP: Fire Safety Management – moved to **Q4** from Q2
- DCP element only: Estates Statutory Obligations Management – moved to **Q4** from Q2

We are still in the process of working with the regional Directors of Finance for our Police Partners to direct some audit work for regional benefit/benchmarking for 2019/20.

| Audit Type                          | Audit Area                                  | Audit Partner | Period | Audit Days | Status       | Opinion   | No of Recs | 1 =            | ↔ | 3 =   |
|-------------------------------------|---------------------------------------------|---------------|--------|------------|--------------|-----------|------------|----------------|---|-------|
|                                     |                                             |               |        |            |              |           |            | Major          |   | Minor |
|                                     |                                             |               |        |            |              |           |            | Recommendation |   |       |
| <b>Reporting Stage</b>              |                                             |               |        |            |              |           |            |                |   |       |
| Audit Committee Request             | Disaster Recovery Follow Up                 | DP & DCP      | Q1     | 3          | Final Report | Follow Up | N/A        |                |   |       |
| Finance                             | Police Officer Overtime                     | DP & DCP      | Q1     | 30*        | Draft Report |           |            |                |   |       |
| Audit Committee Request             | Disaster Recovery Follow Up                 | DP & DCP      | Q1     | 3          | Draft Report |           |            |                |   |       |
| IT & Information Management         | Data Protection – Incident Reporting        | DP & DCP      | Q1     | 10         | Draft Report |           |            |                |   |       |
| Force Functions                     | Business Continuity                         | DP & DCP      | Q1     | 15         | Draft Report |           |            |                |   |       |
| Force Functions                     | Estates – Statutory Obligations Management  | DP            | Q1     | 15         | Draft Report |           |            |                |   |       |
| <b>In Progress</b>                  |                                             |               |        |            |              |           |            |                |   |       |
| IT & Information Management         | STORM – Lessons Learnt                      | DP            | Q1     | 15         | Scoping      |           |            |                |   |       |
| Force Functions                     | Managing Market Supplements for Salaries    | DP & DCP      | Q2     | 15         | Fieldwork    |           |            |                |   |       |
| Finance                             | Recovery of Special Policing Services Costs | DP & DCP      | Q2     | 15         | Fieldwork    |           |            |                |   |       |
| Governance, Fraud & Risk Management | Chief’s Charities Follow Up                 | DP & DCP      | Q2     | 5          | Fieldwork    |           |            |                |   |       |
| IT & Information Management         | Data Protection – Discs                     | DP & DCP      | Q2     | 15         | Scoping      |           |            |                |   |       |
| IT & Information Management         | Alliance ICT Convergence Strategy           | DP & DCP      | Q2     | 20         | Scoping      |           |            |                |   |       |

| Audit Type                   | Audit Area                                 | Audit Partner | Period | Audit Days | Status  | Opinion | No of Recs | 1 =   | ↔ | 3 =   |
|------------------------------|--------------------------------------------|---------------|--------|------------|---------|---------|------------|-------|---|-------|
|                              |                                            |               |        |            |         |         |            | Major |   | Minor |
|                              |                                            |               |        |            |         |         |            | 1     | 2 | 3     |
| Protecting Vulnerable People | Equalities                                 | DP & DCP      | Q2     | 10         | Scoping |         |            |       |   |       |
| Force Wellbeing              | Alliance Wellbeing                         | DP & DCP      | Q2     | 15         | Scoping |         |            |       |   |       |
| <b>Yet to Commence</b>       |                                            |               |        |            |         |         |            |       |   |       |
| OPCC                         | Ministry of Justice Victims Services Grant | DP & DCP      | Q1-4   | 15         | -       |         |            |       |   |       |
| IT & Information Management  | PRISM Demand Management                    | DP & DCP      | Q3     | 15         | -       |         |            |       |   |       |
| Force Functions              | Management of Policies                     | DP & DCP      | Q3     | 13         | -       |         |            |       |   |       |
| Finance                      | Alliance Re-Charges                        | DP & DCP      | Q3     | 13         | -       |         |            |       |   |       |
| Finance                      | Income Generation                          | DP & DCP      | Q3     | 8          | -       |         |            |       |   |       |
| Finance                      | Accounts Receivable                        | DP & DCP      | Q3     | 12         | -       |         |            |       |   |       |
| Finance                      | Accounts Payable                           | DP & DCP      | Q3     | 17         | -       |         |            |       |   |       |
| Finance                      | Payroll                                    | DP & DCP      | Q3     | 18         | -       |         |            |       |   |       |
| Finance                      | Main Accounting                            | DP & DCP      | Q3     | 13         | -       |         |            |       |   |       |
| Finance                      | Budget Monitoring                          | DP & DCP      | Q3     | 13         | -       |         |            |       |   |       |
| Finance                      | Pensions                                   | DP & DCP      | Q3     | 12         | -       |         |            |       |   |       |

| Audit Type                          | Audit Area                                                     | Audit Partner | Period | Audit Days | Status | Opinion | No of Recs | 1 =            | ↔ | 3 =   |
|-------------------------------------|----------------------------------------------------------------|---------------|--------|------------|--------|---------|------------|----------------|---|-------|
|                                     |                                                                |               |        |            |        |         |            | Major          |   | Minor |
|                                     |                                                                |               |        |            |        |         |            | Recommendation |   |       |
| Finance                             | Treasury Management                                            | DP & DCP      | Q3     | 13         | -      |         |            |                |   |       |
| Managing Serious & Organised Crime  | Automatic Number Plate Recognition (ANPR)                      | DP & DCP      | Q4     | 12         | -      |         |            |                |   |       |
| Finance                             | Personal Issue Assets                                          | DP & DCP      | Q4     | 15         | -      |         |            |                |   |       |
| Force Functions                     | Review of new Fleet System                                     | DP & DCP      | Q4     | 15         | -      |         |            |                |   |       |
| Force Functions                     | Estates – Financial Management of Major Projects & Development | DP & DCP      | Q4     | 10         | -      |         |            |                |   |       |
| Force Functions                     | Estates – Leasehold Management                                 | DP & DCP      | Q4     | 20         | -      |         |            |                |   |       |
| Force Functions                     | Contracting with Training Providers                            | DP & DCP      | Q4     | 10         | -      |         |            |                |   |       |
| Force Functions                     | Estates – Cold-Weather Management                              | DP & DCP      | Q4     | 15         | -      |         |            |                |   |       |
| Finance                             | Overtime & Expenses of Special Constables/Volunteers           | DP & DCP      | Q4     | 15         | -      |         |            |                |   |       |
| Governance, Fraud & Risk Management | Compliance with Specified Information Order                    | DP & DCP      | Q4     | 10         | -      |         |            |                |   |       |
| Force Functions                     | Estates – Statutory Obligations Management                     | DCP           | Q4     | 10         | -      |         |            |                |   |       |
| Force Functions                     | Estates / HR (H&S) - Fire Safety Management                    | DP & DCP      | Q4     | 15         | -      |         |            |                |   |       |

\* Budget not used will be transferred back into the 'pot' for use on other reviews