



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 2020

Internal Audit ■ Risk ■ Special Investigations ■ Consultancy

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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

Progress of 2019/20 Internal Audit Plan

Progress with the 2019/20 audit plan is outlined in the Annual Reporting Paper that is also being presented at this Committee. At the time of reporting, 93% all of the audits from the 2019/20 audit plan have been reported upon. Two pieces of work remained in the Fieldwork stage and a verbal update will follow at the Committee meeting. The only piece of outstanding Regional work from 2019/20 relates to a piece around Forensics Performance and Tasking, which was being pursued by the Chief Finance Officer at Wiltshire Police at the time of writing and this was in the process of being reported upon.

In order to avoid duplication of coverage, we have detailed the summary of audit opinions, performance data and Progress Against the 2019/20 Plan schedule within the Annual Opinion report only.

Progress of 2020/21 Internal Audit Plan

At the time of reporting, progress is being made with the 2020/21 audit plan as outlined in Appendix A with a further verbal update to be provided to the Committee in the meeting.

In order to avoid 'backloading' of the 2020/21 plan and seek to provide timely delivery, we have outlined later within this report the scheduling amendments that have been agreed since the previous Committee update, both in response to the commitment of staff and officers responding to the COVID19 pandemic and our own resource commitments. Following discussions with the four Chief Finance Officers, we have also agreed to include profiled/quarterly performance information.

Overall Performance YTD:

Performance Measure	Performance
<u>Delivery of Annual Audit Plan</u>	
Completed	7%
Work at Draft Report Stage	10%
Fieldwork Complete	0%
Fieldwork in Progress	14%
Scoped – ToE Issued/ Fieldwork Ready to Start	5%
Scoping Meeting Requested/Booked	21%
Not Yet Started	43%

Performance Against Scheduled Audits (10) in Quarter One:

Performance Measure	Performance
<u>Delivery of Annual Audit Plan</u>	
Completed	20%
Work at Draft Report Stage	30%
Fieldwork Complete	0%
Fieldwork in Progress	40%
Scoped – ToE Issued/ Fieldwork Ready to Start	0%
Scoping Meeting Requested/Booked	10%
Not Yet Started	0%

Further detail on status of each audit is provided in Appendix A.

SWAP Update to Committee Papers

Members will notice the inclusion of audit cost within the schedule in Appendix A. This follows a change made by SWAP to provide a benchmark for the value added by an audit as compared to its actual cost. This change was communicated to the CFOs at a recent regional meeting. This has currently been calculated by taking the budgeted days multiplied by the day rate, however the intention is to move to provide further information regarding the actual cost of delivery (i.e. provision of more senior audit resource to recognise the complexity of police audits) over the longer term.

Audit Opinion:

Due to the limited work completed on the 2020/21 plan to date, we are not currently in a position to offer an indicative opinion for the year as yet. The Head of Internal Audit Opinion for 2019/20 is presented as a separate paper to the IAC.

Significant Risks:

We detailed a number of significant risks as part of our Annual Internal Audit Opinion Report 2019/20. No further significant risks have been raised in the work completed since September 2019.

No significant risks have been identified at this stage relating to 2020/21 audit work.

Where audit reviews have resulted in a 'Partial' assurance rating since the meeting of the IAC in April 2020, 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:

- Management of Policies (2019/20)
- Automatic Number Plate Recognition (ANPR) (2019/20)

Outstanding Recommendations:

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 2020/21.

Appendix C details all of the Priority 1 and 2 recommendations that remain at agreed and outstanding status following quarterly follow up. This includes the most recent update from the Responsible Officer(s).

The Alliance Audit, Insurance and Strategic Risk Management Department have continued to assist us this Quarter in seeking updates from the relevant business leads on the implementation of recommendations. We received updates on all of the recommendations at Agreed/Outstanding status and where there were recommendations which had not been fully implemented, revised target implementation dates have been provided. As such, whilst the figure below appears high, we are satisfied that actions are ongoing to implement the recommendations raised from our reports. Furthermore, the COVID19 pandemic has significantly impacted the ability to implement recommendations within the original timeframes and thus a number of these have been extended.

Performance Measure	Performance
<p align="center">Outcomes from Audit Work</p> <p align="center">Percentage of Agreed/Outstanding Priority 1 & 2 recommendations identified by SWAP, that remain outstanding past their <i>original</i> implementation date</p>	<p>70%</p> <p>(14 out of 20) – see Appendix C</p>

Regional Audit Work

We have issued a Terms of Engagement for the Climate Action regional piece of work and expect this to start shortly. This will be led by representatives from Gloucestershire and Avon & Somerset. Once completed, we will

Executive Summary

look to start work on the regional Vetting work.

Internal Audit Plan Progress 2020/21

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 2019/20 has been reported within the Annual Opinion report also presented to this Committee.

The Strategic Alliance Audit Plan for 2020/21 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 2020/21 financial year, the following changes have been made to the Audit Plan as follows:

The following timing amendments have been made to the 2020/21 Internal Audit Plan:

- DP&DCP: Police Officer Overtime – moved to **Q4** from Q1 (an interim report on progress with the recommendations will be provided to the Head of Finance, however the testing will follow in Q4);
- DP&DCP: Contract Monitoring – moved to **Q2 (specifically September start)** from Q1;
- DP&DCP: Chief Officer & OPCC Expenses - moved to **Q1** from Q3;
- DP&DCP: VAT – Making Tax Digital - moved to **Q2** from Q3; and
- DP: Support to officers and staff investigating crimes with vulnerable victims - moved to **Q2** from Q1.

Changes to timings have been made to respond to staff/officer availability during the COVID19 crisis but also with a view to managing our resources over the remainder of the year.

A number of additional audits/reviews have been added to the 2020/21 Plan during the Quarter:

- Continuous Auditing - Data Analytics
- Review of 2019/20 AGS Documents - Prior to publication
- Safety Camera Partnership
- Governance review of the HMICFRS elements of the Assurance Map view
- Superintendent & Heads of Service Expenses

Consequently, the 'Contingency' allocation for 2020/21 has now been fully utilised and the number of days allocated to completed and planned audits for the year has exceeded the planned 443 days. The intention is that this will be recovered through the cancellation of audits during the year. The total number of days currently intended to be delivered is 450.

Audit Type	Audit Area	Audit Partner	Cost	Period	Status	Opinion	No of Recs	1 = Major	↔	3 = Minor
								Recommendation		
								1	2	3
Reporting Stage										
Finance	Continuous Auditing - Data Analytics	DP & DCP	1,520	Q1	Completed	Advisory	N/A	-	-	-
Governance, Fraud & Risk Mgt.	Review of 2019/20 AGS Documents - Prior to publication	DP & DCP	608	Q1	Completed	Advisory	N/A	-	-	-
Finance	Safety Camera Partnership	D & C OPCC	2,128	Q1	Draft Report	TBC				
Governance, Fraud & Risk Mgt.	Governance review of the HMICFRS elements of the Assurance Map view	DP & DCP	1,520	Q1	Draft Report	TBC				
Finance	Payments to the National Police Air Service (NPAS)	DP & DCP	3,040	Q1	Draft Report	TBC				
In Progress										
Finance	Chief Officer and OPCC Expenses	DP & DCP	4,560	Q1	Fieldwork					
Finance	Superintendent & Heads of Service Expenses	DP & DCP	3,040	Q1	Fieldwork					
OPCC	Ministry of Justice Victims Services Grant	DP & DCP OPCCs	4,560	Q1	Fieldwork					
Collaborations	Transforming Forensics	Dorset Police	6,080	Q2	Fieldwork					
IT & Information Management	Cyber Security	DP & DCP	6,080	Q1	Scoping					
Force Wellbeing	Support to officers and staff investigating crimes with vulnerable victims	Dorset Police	3,040	Q2	Scoping					
Finance	VAT – Making Tax Digital	DP & DCP	3,952	Q2	Scoping					
Force Functions	Fleet Vehicle Safety Checks	DP & DCP	4,560	Q2	Scoping					

Audit Type	Audit Area	Audit Partner	Cost	Period	Status	Opinion	No of Recs	1 =	↔	3 =
								Major		Minor
								Recommendation		
Force Functions	Estates – Statutory Obligations Management – Gas, Electrical compliance, Legionella & asbestos.	Devon & Cornwall OPCC	4,560	Q2	Scoping					
Force Functions	Estates / HR (H&S) - Fire Safety Management	DP & DCP	4,560	Q2	Scoping					
Not Yet Started										
Collaborations	Contract Monitoring	DP & DCP	4,560	Q2	Not Yet Started					
IT & Information Management	Implementation of NICHE at Devon & Cornwall	DP & DCP	4,560	Q2	Not Yet Started					
Force Functions	Custody Meals – Data Analysis	Devon & Cornwall Police	1,520	Q3	Not Yet Started					
IT & Information Management	ICT Strategy	DP & DCP	4,560	Q3	Not Yet Started					
Finance	Key Financial Control Reviews To include aspects of: Accounts Receivable Accounts Payable Payroll Main Accounting Budget Monitoring	DP & DCP	3,040 5,472 4,560 3,040 3,648	Q3	Not Yet Started					
IT & Information Management	Data Sharing Arrangements	DP & DCP	3,952	Q4	Not Yet Started					
Protecting Vulnerable People	Victim Support Contract Re-Commissioning	OPCC's	4,560	Q4	Not Yet Started					
Responding to the Public	Complaints Handling	DP & DCP	6,080	Q4	Not Yet Started					
Prevention and Deterrence	Firearms Licensing	DP & DCP	4,560	Q4	Not Yet Started					

Audit Type	Audit Area	Audit Partner	Cost	Period	Status	Opinion	No of Recs	1 = Major	↔	3 = Minor
								Recommendation		
								1	2	3
Force Functions	Contracting with Training Providers	DP & DCP	3,040	Q4	Not Yet Started					
Force Functions	Review of New Fleet System	DP & DCP	4,560	Q4	Not Yet Started					
Governance, Fraud & Risk Mgt.	Financial Governance	DP & DCP	4,560	Q4	Not Yet Started					
Finance	Police Officer Overtime Follow Up	DP & DCP	3,040	Q4	Fieldwork Ready to Start					
Governance, Fraud & Risk Mgt.	Regional Audit Allocation	DP & DCP	3,040	Q1-4	Fieldwork Ready to Start/Not Yet Started					