

RED REPORTS ISSUED QUARTER FOUR**1 OAKENGATES CHILDREN'S CENTRE****1. Introduction and Scope**

- 1.1 An audit review commenced on 3 December 2013, to provide an opinion on the control environment and a level of assurance for Oakengates Children Centre.
- 1.2 We would like to thank the following for their help during the audit:
- ⌘ Head Teacher
 - ⌘ School Business Manager
 - ⌘ Administrator
 - ⌘ Apprentice Business Administrator

2. Good Practice Areas

- 2.1 During the audit a number of good practice areas within the processes for Oakengates Children Centre were identified. These included:
- ⌘ Note at the bottom of the policy showing date of Governing Body meeting when the policy was reviewed and the index at the front of the folder.
 - ⌘ Operation and maintenance of the First Steps system / supporting Day Care Fee records
 - ⌘ Monthly reconciliation of the Business account used for the payment of Day Care Fees
 - ⌘ Records completed and held in support of lettings

3. Management Summary and Overall Opinion

- 3.1 On the basis of the work carried out, our opinion based on the level of assurance provided by the controls for this audit area is Poor (the system of control is weak and there is evidence of non compliance with the controls that do exist).
- 3.2 Recommendations have been made to improve the controls found to be unsatisfactory and these are categorised as shown below.

Recommendation Category & timescale	Number	Percentage
Legal Requirement – immediate implementation	2	10%
Financial Regulation – immediate implementation	5	25%
Policy/Procedure – implementation within a month of agreement to the report.	13	65%
Best Practice – implementation at a mutually agreed date	0	0%
Total	20	100%

- 3.3 As part of this audit we have also followed up the implementation of recommendations made in the previous audit. The table below shows the action taken since that audit:

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Recommendation Category	Implemented	Not Implemented	Agreed future Implementation
Legal Requirement	3	-	-
Financial Regulation	7	1*	-
Policy/Procedure	4	3*	-
DCSF	4	-	-
Best Practice	6	-	-
Total	24	4*	

**Reiterated within report recommendations*

- 3.4 The implementation of the recommendations made in this report and those outstanding from the previous review will further strengthen the controls and processes in your school.
- 3.5 The school have subsequently written an action plan to assist them in the implementation of the recommendations made in this report. Audit has discussed with the Head Teacher and Business Manager a further visit to the Centre in April / May 2014 to review the new processes in place. Following satisfactory implementation of the recommendations the grading of the follow up report will be reviewed.

2 DAWLEY PRIMARY SCHOOL

1. Introduction and Scope

- 1.1 Audit was advised on 19th December 2013 by the Finance Team of a poor Ofsted Inspection at the school. The School Improvement SDM requested that an audit of the School should be undertaken. The scope of the audit was provided to the School Acting Head Teacher and Acting Business Manager and copied to the Finance Team Leader and School Improvement SDM.
- 1.2 The audit review commenced on 15th January 2014, to provide an opinion on the control environment and a level of assurance for Dawley Church of England Primary School.
- 1.3 We would like to thank the following for their help during the audit:
- ⌘ Acting Head Teacher
 - ⌘ Acting Business Manager
 - ⌘ School Administrator
 - ⌘ Administrator
 - ⌘ Learning Mentor

2 Management Summary and Overall Opinion

- 2.1 On the basis of the work carried out our opinion based on the level of assurance provided by the controls for this audit area is POOR – the system of control is weak and there is evidence of non compliance with the controls that do exist. There was evidence that improved controls were being implemented by the Acting Head Teacher and Business Manager.

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- 2.2 Recommendations have been made to improve the controls found to be unsatisfactory and these are categorised as shown below.

Recommendation Category & timescale	Number	Percentage
Legal Requirement – immediate implementation	6	11%
Financial Regulation – immediate implementation	15	28%
Policy/Procedure – implementation within a month of agreement to the report.	32	59%
Best Practice – implementation at a mutually agreed date	1	2%
Total	54	100%

- 2.3 As part of this audit we have also followed up the implementation of recommendations made in the previous audit. The table below shows the action taken since that audit:

Recommendation Category	Implemented	Not Implemented and repeated in this report	Not reviewed within this audit (recommendation superseded or are no longer part of the Audit scope)
Legal Requirement	0	1	
Financial Regulation	2	2	1
Policy/Procedure	3		1
Best Practice			1
DCSF	2		2
Total	7	3	5

- 2.4 The implementation of the recommendations made in this report and those outstanding from the previous review will further strengthen the controls and processes in the school.
- 2.5 As part of the Audit, the latest Schools Financial Value Statement (SFVS) received from Dawley C of E Primary School was reviewed. The SFVS replaced the Financial Management Standard in Schools (FMSiS) and has been designed in conjunction with schools to assist them in managing their finances and to give assurance that they have secure financial management in place. The School and Governors had confirmed on their SFVS that all controls were in place and, as such, no remedial action was required. None of the non-compliance with key controls that are identified in section 4 of this report had been recognised in this statement by the School or Governors.

AMBER REPORTS ISSUED QUARTER FOUR

1 COALBROOKEDALE & IRONBRIDGE CofE SCHOOL

1. Introduction and Scope

- 1.1 An audit review commenced on 27 November 2013, to provide an opinion on the control environment and a level of assurance for Coalbrookdale & Ironbridge Church of England Primary School.
- 1.2 We would like to thank the following for their help during the audit :
 - ⌘ The Head Teacher
 - ⌘ Senior Administrator
 - ⌘ Administrative Assistant

2. Good Practice Areas

- 2.1 During the audit a number of good practice areas within the processes for Coalbrookdale & Ironbridge Church of England Primary School were identified. These included:
 - ⌘ The imprest was well managed
 - ⌘ Reconciliations from variation reports to gross pay reports are clearly evidenced
 - ⌘ The School Administrator has designed a spread sheet which is used to monitor all absences both sickness and unpaid
 - ⌘ All staff are required to complete an unpaid authorised absence leave sheet which is also signed by the head teacher
 - ⌘ The condition of asset is recorded on the schools inventory as part of the review process. Any insurance claims against the school assets are also recorded on the inventory records. Where equipment has been allocated to individual pupils/staff they are named against the item on the register
 - ⌘ The Lettings diary and monitoring of hire of the school
 - ⌘ The index page and front cover on policies showing the review dates

3. Management Summary and Overall Opinion

- 3.3 On the basis of the work carried out, our opinion based on the level of assurance provided by the controls for this audit area is Limited - whilst there is basically a sound system of control, there are weaknesses in the system that leaves some risks not addressed and there is evidence of non-compliance with some key controls.
- 3.2 Recommendations have been made to improve the controls found to be unsatisfactory and these are categorised as shown below.

Recommendation Category & timescale	Number	Percentage
Legal Requirement – immediate implementation	1	7%
Financial Regulation – immediate implementation	2	13%
Policy/Procedure – implementation within a month of agreement to the report.	12	80%
Best Practice – implementation at a mutually agreed date	0	0
Total	15	100%

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- 3.3 As part of this audit we have also followed up the implementation of recommendations made in the previous audit. The table below shows the action taken since that audit:

Recommendation Category	Implemented	Not Implemented	Agreed future Implementation
Legal Requirement	2	-	-
Financial Regulation	1	-	-
Policy/Procedure	6	-	-
DCSF Requirement	2	-	-
Best Practice	3	-	-
Total	14	-	-

- 3.4 The implementation of the recommendations made in this report will further strengthen the controls and processes in your school.

2 IMPULSE SCHOOL ADMISSIONS SYSTEM

1. Introduction and Scope

- 1.1 An audit review commenced on 13th September 2013, to provide an opinion on the control environment and a level of assurance for the Impulse Children's Admissions system.
- 1.2 The scope of the audit was agreed by the ICT Team Leader.
- 1.3 We would like to thank the following for their help during the audit :
- ⌘ Senior Application Support Officer
 - ⌘ Casework Officer Admissions
 - ⌘ ICT Project Co-ordinator

2. Good Practice Areas

- 2.1 During the audit a number of good practice areas within the process for the Impulse Children's Admissions System were identified. These included:
- ⌘ All users have individual user accounts with unique user names.
 - ⌘ A review of active user accounts revealed that system administrator access is sufficient restricted to two ICT officers.

3. Management Summary and Overall Opinion

- 3.1 On the basis of the work carried out we propose that our opinion based on the level of assurance provided by the controls for this audit area is Amber - whilst there is basically a sound system of control, there are weaknesses in the system that leaves some risks not addressed and there is evidence of non-compliance with some key controls.
- 3.2 Recommendations have been made to improve the controls found to be unsatisfactory and these are categorised as shown below.

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Recommendation Category & timescale	Number	Percentage
Legal Requirement – immediate implementation	1	10%
Financial Regulation – immediate implementation	-	-
Policy/Procedure – implementation within a month of agreement to the report.	9	90%
Best Practice – implementation at a mutually agreed date	-	-
Total	10	100%

3.3 The implementation of the recommendations made in this report will further strengthen the controls and processes in your area.

3. ICT CONTRACT MONITORING

1. Introduction and Scope

1.1 An audit review commenced on 7th August 2013, to provide an opinion on the control environment and a level of assurance for Contract Monitoring within ICT.

1.2 The scope of the audit was agreed by the Documentation Team Leader.

1.3 We would like to thank the following for their help during the audit:

- ✧ Asset & Documentation Team Leader
- ✧ ICT Team Leader
- ✧ Interim ICT Service Delivery Managers

2. Management Summary and Overall Opinion

2.1 On the basis of the work carried out we propose that our opinion based on the level of assurance provided by the controls for this audit area is Amber - whilst there is basically a sound system of control, there are weaknesses in the system that leaves some risks not addressed and there is evidence of non-compliance with some key controls.

2.2 Recommendations have been made to improve the controls found to be unsatisfactory and these are categorised as shown below.

Recommendation Category & timescale	Number	Percentage
Legal Requirement – immediate implementation	1	7%
Financial Regulation – immediate implementation	-	-
Policy/Procedure – implementation within a month of agreement to the report.	13	86%
Best Practice – implementation at a mutually agreed date	1	7%
Total	15	100%

2.3 As part of this audit we have also followed up the implementation of recommendations made in the previous audit – originally reported on in December 2011 and followed up in January 2013. The table below shows the action taken in respect to these recommendations:

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Recommendation Category	Implemented	Not Implemented	Agreed future Implementation
Legal Requirement	1	-	-
Financial Regulation	2	-	-
Policy/Procedure	3	8	-
Best Practice	-	1	-
Total	6	*9	-

** Reiterated in this report and included in table above*

- 2.4 The implementation of the recommendations made in this report (including those reiterated from the previous audit) will further strengthen the controls and processes in your area.

4. MINIMISING EMPTY PROPERTIES

1. Introduction and Scope

- 1.1 An audit review commenced in December 2013, to provide an opinion on the control environment and a level of assurance for Minimising Empty Properties.
- 1.2 The scope of the audit was agreed by Service Delivery Manager – Housing & Development.
- 1.3 We would like to thank the following for their help during the audit :
- ⌘ Team Leader – Inward Investment & Housing
 - ⌘ Empty Properties Officer - Inward Investment & Housing

2. Good Practice Areas

- 2.1 During the audit a couple of good practice areas within the processes for Minimising Empty Properties were identified. These were:
- ⌘ Photographic evidence of properties is retained which can be used to demonstrate state of disrepair and also improvements this particularly evident in the before and after report which is taken to the Housing Action Team Meeting
 - ⌘ There are Housing action team bi-monthly meeting chaired by the Assistant Director: Health and Well Being this group looks at empty properties or problem properties and identifies joint actions which can be taken to bring the property into habitable state for occupation.

3. Management Summary and Overall Opinion

- 3.1 On the basis of the work carried out our opinion based on the level of assurance provided by the controls for this audit area is **Limited** - *Whilst there is basically a sound system of control, there are weaknesses in the system that leaves some risks not addressed and there is evidence of non-compliance with some key controls*
- 3.2 Recommendations have been made to improve the controls found to be unsatisfactory and these are categorised as shown below.

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Recommendation Category & timescale	Number	Percentage
Legal Requirement – immediate implementation	3	18%
Financial Regulation – immediate implementation	1	6%
Policy/Procedure – implementation within a month of agreement to the report.	10	59%
Best Practice – implementation at a mutually agreed date	3	17%
Total	17	100%

3.3 The implementation of the recommendations made in this report will further strengthen the controls and processes in your area.

5 CAFE GO

1. Introduction and Scope

1.1 An audit review commenced on 11 November 2013, to provide an opinion on the control environment and a level of assurance for Cafe Go.

1.2 The scope of the audit was agreed by the Catering Service Delivery Manager.

1.3 We would like to thank the following for their help during the audit:

- ⌘ Group Catering Manager
- ⌘ Special Projects Apprentice
- ⌘ Business Support Officer
- ⌘ Workforce Development Officer
- ⌘ Health & Safety Officer
- ⌘ Finance Officer
- ⌘ Income Management Officers
- ⌘ Senior Accountant (Taxation)
- ⌘ Cafe Go Supervisor
- ⌘ Casual Kitchen Assistant

2. Management Summary and Overall Opinion

2.1 On the basis of the work carried out, our opinion based on the level of assurance provided by the controls for this audit area is **Limited**- Whilst there is basically a sound system of control, there are weaknesses in the system that leaves some risks not addressed and there is evidence of non-compliance with some key controls.

2.2 Recommendations have been made to improve the controls found to be unsatisfactory and these are categorised as shown below.

Recommendation Category & timescale	Number	Percentage
Legal Requirement – immediate implementation	1	7%
Financial Regulation – immediate implementation	1	7%
Policy/Procedure – implementation within a month of agreement to the report.	11	86%
Best Practice – implementation at a mutually agreed date	-	-
Total	13	100%

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2.3 The implementation of the recommendations made in this report will further strengthen the controls and processes in your area.

6. FOSTER HOMES ANNUAL REVIEW AUDIT

1. Introduction and Scope

1.1 It was agreed with the Assistant Director, Children's Safeguarding & Specialist Services, that an audit review would be commenced in February 2014 to provide an opinion on the control environment and a level of assurance for Foster Homes Annual Review Reports due to concerns around the quality assurance process.

1.2 The scope of the audit was agreed by the Service Delivery Manager – Children in Care & Fostering.

1.3 We would like to thank the following for their help during the audit:

- ✧ Family Placement Team Manager
- ✧ Business & Information Support Manager
- ✧ Business Support Officer
- ✧ Foster Home Reviewing Officer

2. Management Summary and Overall Opinion

2.1 On the basis of the work carried out, and the associated risk attached to the non-compliance with some key controls, our opinion based on the level of assurance provided by the controls for this audit area is LIMITED – whilst there is basically a sound system of control, there are weaknesses in the system that leaves some risks not addressed and there is evidence of non-compliance with some key controls.

2.2 Recommendations have been made to improve the controls found to require improvement and these are categorised as shown below.

Recommendation Category & timescale	Number	Percentage
Legal Requirement – immediate implementation	-	-
Financial Regulation – immediate implementation	-	-
Policy/Procedure – implementation within a month of agreement to the report.	12	92%
Best Practice – implementation at a mutually agreed date	1	8%
Total	13	100%

2.3 The implementation of the recommendations made in this report will further strengthen the controls and processes in your area.