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### Audit and Procurement Committee

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**Time and Date**

3.00 pm on Monday, 24th October, 2016

**Place**

Committee Room 2 - Council House

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**Public Business**

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes of Previous Meeting** (Pages 3 - 8)  
To agree the minutes of the meeting held on 26<sup>th</sup> September 2016
4. **Exclusion of Press and Public**  
To consider whether to exclude the press and public for the item(s) of business for the reasons shown in the report.
5. **Internal Audit Plan 2016/17** (Pages 9 - 16)  
Report of the Executive Director of Resources
6. **Internal Audit Plan 2016-17 – Half Year Progress Report** (Pages 17 - 28)  
Report of the Executive Director of Resources
7. **City Council Treasury Management Activity** (Pages 29 - 34)  
Report of the Executive Director of Resources
8. **Information Management Strategy Update** (Pages 35 - 50)  
Report of the Executive Director of Resources  
  
NOTE: Councillors Duggins and Crookes have been invited to attend the meeting for the consideration of this item.
9. **Work Programme 2016/17** (Pages 51 - 52)  
Report of the Executive Director of Resources

10. **Any other items of public business which the Chair decides to take as a matter of urgency because of the special circumstances involved.**

**Private business**

11. **Procurement and Commissioning Progress Report** (Pages 53 - 60)

Report of the Executive Director of Resources

(Listing Officer: M Burn, tel: 024 7683 3757)

12. **Any other items of private business which the Chair decides to take as a matter of urgency because of the special circumstances involved.**

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Chris West, Executive Director, Resources, Council House Coventry

Friday, 14 October 2016

Note: The person to contact about the agenda and documents for this meeting is Lara Knight Tel: 024 7683 3237 Email: [lara.knight@coventry.gov.uk](mailto:lara.knight@coventry.gov.uk)

Membership: Councillors S Bains (Chair), R Brown, J Clifford (Deputy Chair), J Lepoidevin, T Sawdon and H Sweet

By invitation Councillors G Crookes, G Duggins

Please note: a hearing loop is available in the committee rooms

If you require a British Sign Language interpreter for this meeting  
OR if you would like this information in another format or  
language please contact us.

**Lara Knight**

**Telephone: (024) 7683 3237**

**e-mail: [lara.knight@coventry.gov.uk](mailto:lara.knight@coventry.gov.uk)**

**Coventry City Council**  
**Minutes of the Meeting of the Audit and Procurement Committee held at**  
**3.00 pm on Monday, 26 September 2016**

Present:

Members:                   Councillor S Bains (Chair)  
                                  Councillor R Brown  
                                  Councillor J Clifford  
                                  Councillor J Lepoidevin  
                                  Councillor T Sawdon  
                                  Councillor H Sweet

Employees (by Directorate):

Resources                   M Burn, P Jennings, L Knight, S McGinty, K Tyler

Other representative:       S Turner, Grant Thornton

## **Public Business**

### **20.     Declarations of Interest**

There were no disclosable pecuniary interests.

### **21.     Minutes of Previous Meeting**

The minutes of the meeting held on 25<sup>th</sup> July 2016 were agreed and signed as a true record.

Further to Minute 13 headed 'Internal Audit Annual Report 2015/16' the Committee discussed the approach to internal control which had evolved over the last few years and was now based on a more fluid but risk based approach, moving from central oversight to placing emphasis on management ensuring that activity within services and directorates they were responsible for, complied with Council policies and procedures. The risk had increased as there was now less management resource to provide oversight of activity. In particular, the Committee considered the view of the Acting Chief Internal Auditor that moderate assurance could be provided that there was generally a sound system of internal control and whether this was a sufficient level of assurance.

Members also referred to the previous JEEP (Justify Expenditure, Examine Performance) campaign which provided an opportunity for employees to put forward ideas to help the Council save money.

#### **RESOLVED that:**

- 1.     In light of the concerns raised regarding the opinion of the Acting Chief Auditor that moderate assurance could be provided on the overall adequacy and effectiveness of the Council's internal control environment, the Director of Resources be requested to consider this position and report back to Committee at a future meeting.**

2. **Officers be requested to investigate providing an opportunity for employees to make suggestions to help the Council become more efficient and save money, with an update being submitted to a future meeting of the Committee.**

22. **Exclusion of Press and Public**

**RESOLVED to exclude the press and public under Section 100(A)(4) of the Local Government Act 1972 relating to the private report in Minute 28 headed “Procurement and Commissioning Progress Report” on the grounds that the report involves the likely disclosure of information defined in Paragraph 3 of Schedule 12A of the Act, as it contains information relating to the financial and business affairs of a particular person (including the authority holding that information) and that, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.**

23. **Work Programme 2016/17**

The Committee considered a report of the Executive Director of Resources, which set out the work programme for the Committee for the coming year.

The Committee noted that, as requested at the last meeting, an additional meeting had been arranged for 24<sup>th</sup> October, 2016 and that a number of reports had therefore been rescheduled.

The Committee requested an update on the latest position as regards to the Council’s three PFI contracts concerning Caludon Castle School, New Homes for Old and Street Lighting.

**RESOLVED that:**

1. **The updated work programme be approved.**
2. **A briefing note be circulated to Members providing an update on the Council’s three PFI schemes.**

24. **Annual Audit Letter 2015/16**

The Committee considered Annual Audit Letter from the Council’s External Auditors, Grant Thornton, which set out the key findings from the work that they had carried out at the Council for the year ending 31st March 2016.

The letter provided a commentary on the results of the External Auditors work to the Council and its external stakeholders. It also highlighted issues that they wished to draw to the attention of the public. The Committee noted that, in preparing the letter, the External Auditor had followed the National Audit Office’s Code of Audit Practice (the Code) and Auditor Guidance Note 07 - ‘Auditor Reporting’.

Appendix A of the Letter set out the reports issues and the fees for carrying out the audit work, which showed a decrease in fees from 2014/15. Appendix B provided an action plan detailing issues identified and recommendations, along with a management response and timescale for implementation. Members discussed the monitoring of progress with the recommendations contained in the action plan, especially those with a medium and high priority rating and it was suggested that further reports be submitted to future meetings.

**RESOLVED that:**

- 1. The Annual Audit Letter 2015/16 be approved.**
- 2. A progress report from the Executive Director of Resources on the recommendations contained in the action plan be submitted to the Committee meeting scheduled for 19th December, 2016 and an update report from the Council's External Auditors be submitted to a subsequent meeting.**
- 3. A copy of the publication 'Knowing the Ropes: Audit Committee Effectiveness Review 2015' be e-mailed to members.**

**25. 2016/17 First Quarter Financial Monitoring Report (to June 2016)**

The Committee considered a report of the Executive Director of Resources, which set out the forecast outturn position for revenue and capital expenditure and the Council's treasury management activity as at the end of June 2016. The headline revenue forecast for 2016/17 was an overspend of £6.4m.

The Committee noted that the Cabinet had considered the report at their meeting on 2<sup>nd</sup> August 2016 (their Minute 17/16 refers).

The overall revenue position incorporated a headline overspend of £7.2m within the People Directorate, 50% of which reflected cross-cutting savings relating to the Kickstart and Workforce Strategy programmes that had not yet been achieved in Children's and Adults' Services.

This position would require corrective action to be taken by Strategic Management Board and senior managers across the Council. A set of proposed actions were set out in the report and were approved by Cabinet.

Capital spending was projected to be £99.8m for the year, a net decrease of £23.4m on the directorate programme reported in the February Budget Setting report. This decrease in the Capital Programme included £35.2m of expenditure that has been rescheduled into future years.

The Committee expressed concerns about the £6.4m revenue overspend, comparing this with the position at the same point in 2015/16 when there had been a projected overspend of £1.0m. They were concerned that the proposed actions to deal with the deficit were not on target to meet the required savings in the current year. It was clarified that work was ongoing in this area and attention was drawn to the increasing challenge to achieve year on year savings. A further concern was raised about the £23.4m reduction in capital spending compared to

the position reported in February, 2016. The Committee were informed that £35.2m of capital expenditure had been rescheduled into 2017/18.

An additional concern was raised about the difficulty of obtaining financial information relating to the library, the children's centre and youth provision at Jardine Crescent and an undertaking was given to provide members with the appropriate details.

**RESOLVED that:**

- 1. Cabinet be informed of the concerns raised by members relating to:**
  - a. The forecast revenue overspend of £6.4m at quarter 1.**
  - b. The actions set out by senior management to address the revenue budgetary control issue which indicate that plans to meet savings targets will not be achieved within the current financial year.**
  - c. The decrease of £23.4m on capital spending compared to the position reported in the February budget setting report.**
- 2. The financial details relating to the library, the children's centre and youth provision at Jardine Crescent be e-mailed to members.**

**26. Fraud Annual Report 2015/16**

The Committee considered a report of the Executive Director of Resources, which provided a summary of the Council's anti-fraud activity for the financial year 2015/16.

The Committee noted that fraud in the public sector had a national focus through the publication of "Fighting Fraud and Corruption Locally – The Local Government Counter Fraud and Corruption Strategy". Whilst the national strategy stated that the level of fraud in the public sector was significant, the current trends in fraud activity includes areas which Coventry City Council did not have responsibility for, such as social housing, and the levels of identified / reported fraud against the Council were at relatively low levels, in terms of both numbers and value.

The report indicated that the National Fraud Initiative exercise led by the Cabinet Office took place every two years and matched electronic data within and between public bodies with the aim of detecting fraud and errors. The work in 2015/16 had focussed on following up the matches which were released in February 2015 (approximately 13,500 matches). In addition to the outcomes previously reported to the Audit and Procurement Committee in August 2015, which in total identified £56,000 of overpayments, the work in 2015-16 focused on the matches received in relation to Council Tax. In the last update to Audit and Procurement Committee in December 2015, it was reported that 82 single person discounts had been cancelled totalling approximately £30,250. Since then, a further 97 discounts totalling £14,350 had been cancelled.

The Committee noted that during the year there had been a total of 21 referrals and investigations through whistle blowers, managers or complaints. 9 of these led to full investigations and the report set out the reasons for referrals not resulting in full investigations and the types of allegations received.

The Committee discussed the recent reduction in whistle blowing and the need to refresh awareness in relation to this process. It was suggested that an article be included in Cityvision to encourage whistle blowing from residents in connection with council tax fraud.

The Council's response to fraud also considered an element of proactive work to ensure that all key fraud risks were considered. In December 2015 the Committee were advised of the work undertaken to date, namely updating the Council's fraud risk assessment and participation in a procurement pilot in-conjunction with the Home Office and West-Midlands police. Since then, in-conjunction with a third party, the Council had undertaken a proactive review of payments made to Council suppliers to identify and recover (a) any duplicate payments which had been made and (b) any credit notes issued (or other credit transactions on suppliers' accounts) which the Council had not processed. This work has identified 7 duplicate payments, amounting to £7200 and 102 credit items, amounting to £96,200. A further transaction was currently being resolved, and would result in recovery of a further £55k.

The reasons behind these transactions are not always straightforward and reflected a variety of factors, some of which were outside of the Council's control. However, consideration had been given to the internal control implications linked to this within the 2015-16 Internal Audit review of Accounts Payable.

The Committee noted that, during the period from April 2015 to March 2016, no significant frauds had been identified. These were frauds with an financial impact in excess of £10k, frauds under £10k where the Acting Chief Internal Auditor considered this was justified by the nature of the fraud.

**RESOLVED that:**

- 1. The outcome of the Council's response to fraud activity during 2015/16 be noted.**
  - 2. Corporate Communications be requested to include an article in Cityvision encouraging whistle blowing from residents in connection with council tax fraud.**
27. **Any other items of public business which the Chair decides to take as a matter of urgency because of the special circumstances involved.**

There were no other items of public business.

28. **Procurement and Commissioning Progress Report**

The Committee considered a report of the Executive Director of Resources which provided an update on the procurement and commissioning undertaken by the Council since the last report, submitted to the meeting on 25<sup>th</sup> July 2016. Details of the latest positions in relation to individual matters were set out in an appendix attached to the report. In response to questions on individual issues, it was agreed that additional information would be made available to members.

**RESOLVED that:**

- 1. The current position in relation to the Commissioning and Procurement Services be noted.**
  - 2. No recommendations be made to either the Cabinet Member for Strategic Finance and Resources, Cabinet or Council on any of the matters reported.**
  - 3. No changes are required to be made to the format of the report at this time.**
  - 4. Additional financial information on the appropriate commissioning and procurement issues detailed in the appendix be circulated to members.**
- 29. Any other items of private business which the Chair decides to take as a matter of urgency because of the special circumstances involved.**

There were no other items of private business.

(Meeting closed at 4.50 pm)





Coventry City Council

## Public report

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**Report to**

Audit and Procurement Committee

24<sup>th</sup> October 2016

**Name of Cabinet Member:**

Cabinet Member for Strategic Finance & Resources – Councillor J Mutton

**Director approving submission of the report:**

Executive Director of Resources

**Ward(s) affected:**

City Wide

**Title:**

Internal Audit Plan 2016-17

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**Is this a key decision?**

No

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**Executive summary:**

The purpose of this report is to share the draft Internal Audit Plan for 2016-17 with the Audit and Procurement Committee to allow the Committee to express its views on the extent and nature of the planned coverage.

**Recommendations:**

Audit and Procurement Committee is recommended to consider the draft Internal Audit Plan for 2016-17 (Appendix One) and provide any comments on the content and scope of the proposed Plan.

**List of Appendices included:**

Appendix 1 Draft Internal Audit Plan 2016-17

**Other useful background papers:**

None

**Has it or will it be considered by scrutiny?**

No other scrutiny consideration other than the Audit and Procurement Committee

**Has it, or will it be considered by any other council committee, advisory panel or other body?**

No

**Will this report go to Council?**

No

**Report title:**

Draft Internal Audit Plan 2016-17

**1. Context (or background)**

1.1 The Audit and Procurement Committee, within its terms of reference, is required to:

*'Consider the Head of Internal Audit's Annual Report and Opinion, and a summary of internal audit activities (actual and proposed) and the level of assurance given within the Annual Governance Statement incorporated in the Annual Accounts'.*

1.2 In terms of proposed audit activities, the draft Internal Audit Plan attached at Appendix One documents the outcome of the audit planning process for 2016-17. This report provides the mechanism for allowing the Audit and Procurement Committee to discharge its responsibility as highlighted above, but also enables the Committee, as a key stakeholder of the Internal Audit Service, to comment on the content and scope of the proposed Internal Audit Plan.

1.3 The plan is normally presented to the Audit and Procurement Committee in April each year, but as previously reported to the Committee in April 2016, production of the plan for 2016-17 has been delayed to enable a review of the Council's audit needs to be undertaken. This work has informed the draft Audit Plan attached at Appendix One and will be used to inform a review of the Internal Audit Service and how it is delivered going forward.

**2. Options considered and recommended proposal**

2.1 **Planning** – As previously reported to the Audit and Procurement Committee in April 2016, the planning process for 2016-17 involves the following stages:

- Identifying the Audit Universe. This involves establishing all the areas of activity which the Council undertakes in support of achieving its aims and objectives, including the Council's key financial systems and mandatory audit areas.
- Establishing what sources of assurance currently exist in relation to the Audit Universe and upon which the organisation can place reliance.
- Completing a risk assessment to establish priorities in those areas where other sources of assurance are not available.
- Using the results of this to undertake an assessment of the resources within the Internal Audit Service.

2.2 **Draft Audit Plan 2016-17** – The results of the initial assessment of priorities are shown in Appendix One. Key points to note include:

- The draft plan is based on an allocation of priorities against the current level of audit resources available. Whilst the number of available days has reduced from 746 days (actual) in 2015-16 to 490 days in 2016-17, this impact has been managed through a more streamlined approach, in particular in regards to the following:
  - A more flexible approach to corporate fraud investigations, offering expert advice and support rather than undertaking the Investigating Officer role.
  - A risk based approach to the audit of schools based on links with School Finance rather than a fixed programme of audit work.

- As part of the process for identifying audit areas, Senior Officers have been consulted in relation to operational risks and whether other sources of assurance are available.

As a result, we do believe that the draft Audit Plan for 2016-17 is sufficient for the work required to report on key risks and controls in the year and to prepare our annual opinion and report. As detailed in 1.3, the results of the planning process will be used to inform a review of the structure of the Internal Audit Service, which will include an appropriate evaluation as to the future resource requirements. Whilst it is intended that this process will be completed in the near future, it is unlikely that implementation of the review will have a significant impact on the Internal Audit Plan for 2016-17.

- Corporate Risks – The focus of audit coverage in 2016-17 in regards to the corporate risk register is aligned to those areas where it is clear Internal Audit can make a contribution to the management of these risks and taking into account those risks where for example alternative assurance mechanisms already exist, e.g. Ofsted.
- Corporate governance – The work related to corporate governance is reflected in both the Council/Audit Priorities area of work and Regularity. This is because it includes mandatory audit requirements such as the production of the Annual Governance Statement and Declarations of Interest exercise (regularity work) and audit work linked to specific Council priorities around areas such as the review of the Code of Corporate Governance.
- Contingency / Directorate risks – This audit area includes those issues highlighted by senior officers which, whilst they may not have a corporate impact, could affect the achievement of operational objectives.

### **3. Results of consultation undertaken**

- 3.1 Consultation has taken place with Senior Officers across the Council to inform development of this Audit Plan.

### **4. Timetable for implementing this decision**

- 4.1 The Internal Audit Plan is an annual plan and is based on a completion date of the 31<sup>st</sup> March 2017. Progress is monitored by the Audit and Procurement Committee. In addition to the planned quarterly progress reports, the Internal Audit Service is required to produce an annual report. This report is due in June / July 2017 and will include the opinion of the Acting Chief Internal Auditor on the adequacy of the Council's control environment, highlighting issues relevant to the preparation of the Annual Governance Statement.

### **5. Comments from the Executive Director of Resources**

- 5.1 Financial Implications

There are no specific financial implications associated with this report. Internal audit work has clear and direct effects, through the recommendations made, to help improve value for money obtained, the probity and propriety of financial administration, and / or the management of operational risks.

## 5.2 Legal implications

The effective planning of audit activity across the organisation ensures that the Council meets its statutory obligations in respect of maintaining an internal audit function and represents good governance.

## 6. Other implications

### 6.1 How will this contribute to achievement of the council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / LAA (or Coventry SCS)?

Internal Auditing is defined in the Public Sector Internal Audit Standards as "an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes". As such the work of Internal Audit is directly linked to the Council's key objectives / priorities with specific focus agreed on an annual basis, and reflected in the annual Internal Audit Plan.

### 6.2 How is risk being managed?

In terms of risk management, there are two focuses:

- Internal Audit perspective - The main risks facing the Service are that the planned programme of audits is not completed, and that the quality of audit reviews fails to meet customer expectations. Both these risks are managed through defined processes (i.e. planning and quality assurance) within the Service, with the outcomes included in reports to the Audit and Procurement Committee.
- Wider Council perspective - The key risk is that actions agreed in audit reports to improve the control environment and assist the Council in achieving its objectives are not implemented. To mitigate this risk, a defined process exists within the Service to gain assurance that all actions agreed have been implemented on a timely basis. Such assurance is reflected in reports to the Audit and Procurement Committee. Where progress has not been made, further action is agreed and overseen by the Audit and Procurement Committee to ensure action is taken.

### 6.3 What is the impact on the organisation?

None

### 6.4 Equalities / EIA

None

### 6.5 Implications for (or impact on) the environment

No impact

### 6.6 Implications for partner organisations?

None

**Report author(s):**

Karen Tyler

**Name and job title:**

Acting Chief Internal Auditor

**Directorate:**

Resources

**Tel and email contact**

024 7683 4305 – Karen.tyler@coventry.gov.uk

Enquiries should be directed to the above person.

<b>Contributor/approver name</b>	<b>Title</b>	<b>Directorate or organisation</b>	<b>Date doc sent out</b>	<b>Date response received or approved</b>
<b>Contributors:</b>				
Lara Knight	Governance Services Co-ordinator	Resources	5/10/16	5/10/16
Helen Joyce	Human Resources Interim	Resources	5/10/16	11/10/16
<b>Names of approvers: (officers and members)</b>				
Finance: Paul Jennings	Finance Manager Corporate Finance	Resources	5/10/16	6/10/16
Legal: Helen Lynch	Legal Services Manager (Place and Regulatory)	Resources	5/10/16	7/10/16

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## Appendix One – Internal Audit Plan 2016-17

KEY DRIVER	RISK LEVEL	AUDIT AREA	PLANNED DAYS
<b>Corporate Risk</b>			
	High	ICT (Infrastructure and Change)*	30
	High	Customer Journey	15
	High	Adult Social Care	10
	High	Finance (Connecting Communities)	15
	High	Workforce Strategy	10
<b>Council / Audit Priorities</b>			
	High	Corporate governance	10
	Medium	Data Protection	5
	Medium	Procurement	10
<b>Financial Systems</b>			
	High	Accounts Payable	10
	High	Care Director expenditure	15
	High	Care Director income	10
	High	Accounts Receivable	10
	High	Council Tax	10
	High	Business Rates	10
	Medium	Local Income Systems	10
	Medium	Payroll	10
	Medium	Housing Benefits	15
	Medium	Payment Audit	5
<b>Regularity</b>			
		Grants	65
		Corporate Governance (mandatory)	15
		Risk Management	10
		Other	10
<b>Other</b>			
		Contingency / Directorate Risks	85
		Fraud	35
		Follow up	35
		2014-15 B/Fwd	25
		<b>Total Days Available</b>	<b>490</b>

*\*Audits undertaken by third party*

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Coventry City Council

## Public report

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**Report to**

Audit and Procurement Committee

24<sup>th</sup> October 2016

**Name of Cabinet Member:**

Cabinet Member for Strategic Finance & Resources – Councillor J Mutton

**Director approving submission of the report:**

Executive Director of Resources

**Ward(s) affected:**

City Wide

**Title:**

Internal Audit Plan 2016-17 – Half Year Progress Report

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**Is this a key decision?**

No

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**Executive summary:**

The purpose of this report is to provide the Audit and Procurement Committee with an update on the internal audit activity for the period April to September 2016, against the Internal Audit Plan for 2016-17.

**Recommendations:**

Audit and Procurement Committee is recommended to:

1. Note the performance as at quarter two against the Internal Audit Plan for 2016-17.
2. Consider the summary findings of the key audit reviews (attached at Appendix Two).

**List of Appendices included:**

**Appendix One** - Audit Reviews Completed between April and September 2016

**Appendix Two** - Summary Findings from Key Audit Reports

**Other useful background papers:**

None

**Has it or will it be considered by scrutiny?**

No other scrutiny consideration other than the Audit and Procurement Committee

**Has it, or will it be considered by any other council committee, advisory panel or other body?**

No

**Will this report go to Council?**

No

**Report title:**

Internal Audit Plan 2016-17 – Half Year Progress Report

**1. Context (or background)**

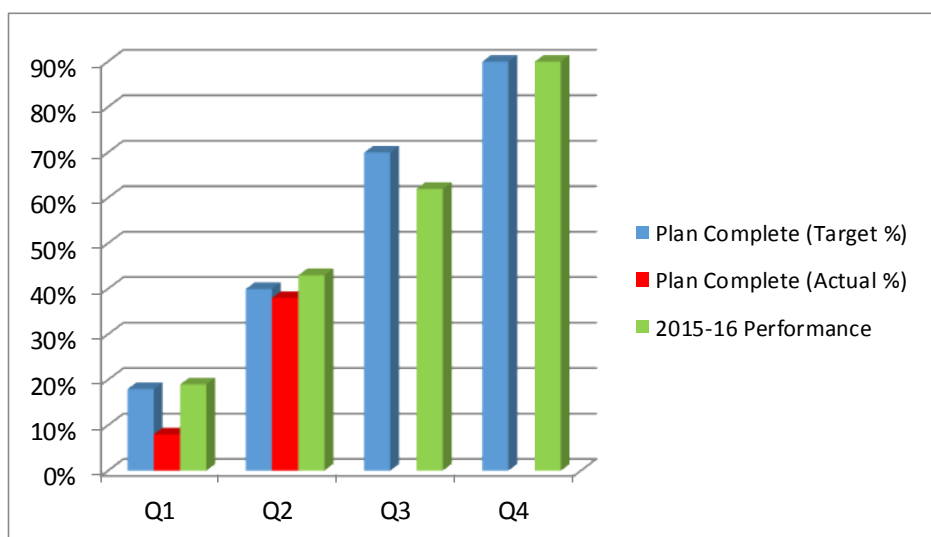
1.1 This report is the first monitoring report for 2016-17, which is presented in order for the Audit and Procurement Committee to discharge its responsibility 'to consider summaries of specific internal audit reports as requested' and 'to consider reports dealing with the management and performance of internal audit'.

**2. Options considered and recommended proposal**

**2.1 Delivering the Audit Plan**

The key target facing the Internal Audit Service is to complete 90% of its work plan by the 31<sup>st</sup> March 2017. The chart below provides analysis of progress against planned work for the period April to September 2016.

**Chart One: Progress against delivery of Internal Audit Plan 2016-17**



As at the end of September 2016, the Service has completed 38% of the Audit Plan against a planned target of 40% and is broadly on track to meet its key target by the end of 2016-17.

**2.2 Other Key Performance Indicators (KPIs)**

The table overleaf shows a summary of the performance of Internal Audit for 2016-17 to date against five KPIs, with comparative figures for the financial year 2015-16. There is one indicator (i.e. audit delivered within budget days) where the Service current performance is below expectations and management are taking targeted actions to make improvements as part of a continual focus to deliver greater efficiency in the Service. These include holding a team development session on the audit process, weekly progress meetings and an increased focus on time planning within individual audits.

**Table One: Internal Audit Key Performance Indicators 2016-17**

<b>Performance Measure</b>	<b>Target</b>	<b>Performance Q2 2016-17</b>	<b>Performance 2015-16</b>
<b>Planned Days Delivered</b> (Pro rota against agreed plan)	100%	45%	96%
<b>Productive Time of Team</b> (% of work time spent on audit work)	90%	88%	88%
<b>Draft Report to Deadline</b> (Draft issued in line with date agreed)	80%	88%	74%
<b>Final Report to Deadline</b> (Final issued within 4 weeks of draft)	80%	100%	91%
<b>Audit Delivered within Budget Days</b>	80%	67%	68%

### 2.3 Audits Completed to Date

Attached at Appendix One is a list of the audits finalised between April and September 2016, along with the level of assurance provided.

The following audits are currently in progress:

- **Audits at Draft Report Stage** – IT Disaster Recovery Follow Up, Bereavement Hub Governance Arrangements
- **Audits On-going** – Direct Payments, Traffic Regulation Orders, Processing of Energy Bills, Potters Green School, Code of Corporate Governance, Business Continuity, Employment Costs, Major Incident Reviews Follow Up, Broad Heath School.

Details of a selection of key reviews completed in this period are provided at Appendix Two. In all cases, the relevant managers have agreed to address the issues raised in line with the timescales stated. These reviews will be followed up in due course and the outcomes reported to the Audit and Procurement Committee.

### 3. Results of consultation undertaken

3.1 None

### 4. Timetable for implementing this decision

4.1 There is no implementation timetable as this is a monitoring report.

## **5. Comments from the Executive Director of Resources**

### **5.1 Financial Implications**

There are no specific financial implications associated with this report. Internal audit work has clear and direct effects, through the recommendations made, to help improve value for money obtained, the probity and propriety of financial administration, and / or the management of operational risks.

### **5.2 Legal implications**

Reporting on progress in regards to the delivery of the Annual Audit Plan ensures that the Council meets its statutory obligations in respect of maintaining an internal audit function and represents good governance.

## **6. Other implications**

### **6.1 How will this contribute to achievement of the council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / LAA (or Coventry SCS)?**

Internal Auditing is defined in the Public Sector Internal Audit Standards as "an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes". As such the work of Internal Audit is directly linked to the Council's key objectives / priorities with specific focus agreed on an annual basis, and reflected in the annual Internal Audit Plan.

### **6.2 How is risk being managed?**

In terms of risk management, there are two focuses:

- Internal Audit perspective - The main risks facing the Service are that the planned programme of audits is not completed, and that the quality of audit reviews fails to meet customer expectations. Both these risks are managed through defined processes (i.e. planning and quality assurance) within the Service, with the outcomes included in reports to the Audit and Procurement Committee. Delays in the delivery of individual audits could occur at the request of the customer, which could impact on delivery of the plan. This risk is managed through on-going communication with customers to agree timings and identify issues at any early stage to allow for remedial action to be taken.
- Wider Council perspective - The key risk is that actions agreed in audit reports to improve the control environment and assist the Council in achieving its objectives are not implemented. To mitigate this risk, a defined process exists within the Service to gain assurance that all actions agreed have been implemented on a timely basis. Such assurance is reflected in reports to the Audit and Procurement Committee. Where progress has not been made, further action is agreed and overseen by the Audit and Procurement Committee to ensure action is taken.

**6.3 What is the impact on the organisation?**

None

**6.4 Equalities / EIA**

None

**6.5 Implications for (or impact on) the environment**

No impact

**6.6 Implications for partner organisations?**

None

**Report author(s):**

**Name and job title:**

Karen Tyler – Acting Chief Internal Auditor

**Directorate:**

Resources

**Tel and email contact:**

024 7683 4035– Karen.tyler@coventry.gov.uk  
Enquiries should be directed to the above person.

<b>Contributor/approver name</b>	<b>Title</b>	<b>Directorate or organisation</b>	<b>Date doc sent out</b>	<b>Date response received or approved</b>
<b>Contributors:</b>				
Lara Knight	Governance Services Co-ordinator	Resources	5/10/16	5/10/16
Helen Joyce	Human Resources Interim	Resources	5/10/16	11/10/16
<b>Names of approvers: (officers and members)</b>				
Finance: Paul Jennings	Finance Manager Corporate Finance	Resources	5/10/16	6/10/16
Legal: Helen Lynch	Legal Services Manager (Place and Regulatory)	Resources	5/10/16	7/10/16

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[www.coventry.gov.uk/meetings](http://www.coventry.gov.uk/meetings)

**Appendix One – Audit Reviews Completed between April and September 2016**

<b>Audit Area</b>	<b>Audit Title</b>	<b>Assurance</b>
<b>2015-16 B/Fwd</b>	ICT Cloud Review	Significant
<b>Corporate Risk</b>	Customer Journey – Financial Processes	Moderate
<b>Council / Audit Priorities</b>	Declarations of Interest Guidance	Support and Advice
<b>Financial Systems</b>	Hostels and Supported Accommodation (Housing Benefits)	Moderate
<b>Regularity</b>	Annual Governance Statement	Annual Exercise
	S256 Health Grants	Validation
	Highways Maintenance Challenge Fund Grant – Swanswell Viaduct	Validation
	Major Transport Schemes Grants	Validation
	Troubled Families Grant	Validation
	Disabled Facilities Grant	Validation
	Teachers' Pension scheme	Validation
	Local Growth Fund	Moderate
	Highways Maintenance Challenge Fund Grant – Improvements to Road Network	Validation
	Innovate UK Grant	Validation
	UK Cite Grant	Validation
	Integrated Transport Grant	Validation
	Highways Capital Maintenance Grant	Validation
<b>Contingency / Directorate Risks</b>	CNR	Significant
	Card Refunds	Limited
	School Admissions	Fact Finding
	Stanton Bridge	Fact Finding
	Fire Drill roll call	Fact finding
<b>Follow Up</b>	Keresley Grange Primary School	Significant
	Council Tax exemptions and discounts	Moderate

## Appendix Two – Summary Findings from Key Audit Reports Completed between April and September 2016

Audit Review / Actions Due / Responsible Officer(s)	Key Findings
<p><b>Customer Journey Financial Processes</b></p> <p><b>July 2016</b></p> <p><b>Customer Focus Manager – Revenues</b></p>	<p><b>Overall Objective:</b> To ensure that the Council has robust systems in place to oversee the payment and banking functions required both externally and internally by customers / service areas.</p> <p><b>Opinion:</b> Moderate Assurance      <b>Summary / Actions Identified:</b></p> <p>The review identified the following areas of good practice:</p> <ul style="list-style-type: none"> <li>• Following the closure of cashiers, appropriate facilities have been made available to customers and staff to ensure prompt receipting and banking of income to the Council which maximises the principles of a self-service approach.</li> <li>• Effective operational arrangements have been implemented within Post and Fastprint which support the Council's payment / banking functions.</li> </ul> <p>Whilst significant changes have been implemented across the Council for both its' customers and staff, the level of assurance reflects that the review highlighted there is scope for further improvement to the handling of cash in the Customer Service Centre to ensure that monies are appropriately safeguarded.</p> <p>Areas for improvement identified include:</p> <ul style="list-style-type: none"> <li>• Ensuring the procedures for handling and accounting for monies within the Customer Service Centre are fully complied with.</li> <li>• Enhancing control records maintained within the Customer Service Centre to ensure that monies can be fully reconciled and a complete audit trail maintained.</li> <li>• Ensuring that a receipt is obtained for all collections made by the Council's third party agent.</li> <li>• Ensuring that permanent access to cash through purchasing cards is removed where there is no operational requirement.</li> </ul>



Audit Review / Actions Due / Responsible Officer(s)	Key Findings
<p><b>Cloud Review</b></p> <p><b>March 2017</b></p> <p><b>Head of ICT Infrastructure and Operations and Head of ICT Systems, Strategy and Development</b></p>	<p><b>Overall Objective:</b> To assess the risks known to exist as a result of increased use of cloud technologies within the Council. This involved the assessment of the Council’s risk profile against the risks identified from sources including the Cloud Security Alliance.</p> <p><b>Opinion:</b> Significant Assurance      <b>Summary / Actions Identified:</b></p> <p>The use of cloud based services within the Council is currently limited to two main areas – use of office 365 for staff email and cloud based team Sharepoint sites, though other areas are in early stages of being developed. A license agreement with Microsoft is in place for the provision of these services. The security and resilience of the services provided to the Council by Microsoft includes:</p> <ul style="list-style-type: none"> <li>• Data centres are certified to meet industry standard cloud certifications including the international cloud privacy standard, ISO 27018.</li> <li>• A documented service level agreement is in place covering all cloud based services used by the Council.</li> <li>• Port scanning, perimeter vulnerability scanning and intrusion detection are in place to prevent or detect malicious access.</li> <li>• Virus detection and blocking is in place to prevent infection / corruption of data.</li> </ul> <p>Areas for improvement identified include:</p> <ul style="list-style-type: none"> <li>• ICT management to develop a strategy to detail the current usage of cloud services and ensure this is aligned with the Council’s objectives and define future plans for the development of cloud usage to ensure that any efficiencies are identified and that risk factors are identified and mitigated before they arise.</li> <li>• Once the overall strategy has been completed ICT management to consider the creation of a risk register to manage the ongoing risks around the developing usage of cloud applications within the Council.</li> <li>• The use of Cloud Security Alliance guidance and tools as development of usage of the cloud progresses and as part of the process for developing a future strategy, risk registers and privacy impact assessments in relation to the adoption of cloud services, could be beneficial.</li> </ul>

Audit Review / Actions Due / Responsible Officer(s)	Key Findings
<p><b>Card Refunds</b></p> <p><b>September 2016</b></p> <p><b>Lead ICT Strategy Delivery Manager / Team Leader – Registrars / Childcare Sufficiency Quality Manager</b></p>	<p><b>Overall Objective:</b> To assess whether effective arrangements are in place within service areas where card payments are received to minimise the need for a refund being required.</p> <p><b>Opinion:</b> Limited Assurance      <b>Summary / Actions Identified:</b></p> <p>The review identified the following area of good practice:</p> <ul style="list-style-type: none"> <li>• Systems are in place within Adult Education to effectively manage course bookings, with clear audit trails maintained to support refunds being requested.</li> </ul> <p>The level of refunds is low in comparison to the overall number of payments processed by the Council. However, the review highlighted that despite the fact the Council's policy is to encourage customer self-service by maximising the use of new technology, known system errors are still to be rectified and as a result, customers continue to make duplicate payments in error. The level of assurance also reflects the fact that there is scope to improve arrangements in service areas to minimise refund requests and ensure that procedures to support the effective processing of refunds are robust.</p> <p>Areas for improvement identified include:</p> <ul style="list-style-type: none"> <li>• Ensuring that software updates to the on-line payment facility are installed as a matter of priority and tested to confirm that system errors are fixed.</li> <li>• Enhancements to arrangements within the Early Years' Service and the Registry Office to minimise the need for refunds to be issued.</li> <li>• Ensuring that complete audit trails are maintained to support the processing of refund requests.</li> </ul>

Audit Review / Actions Due / Responsible Officer(s)	Key Findings								
<p><b>Council Tax Discounts and Exemptions Follow Up Review</b></p> <p><b>November 2016</b></p> <p><b>Senior Operational Manager – Revenues</b></p>	<p><b>Overall Objective:</b> To provide assurance that agreed actions have been implemented to ensure that the Council has effective systems in place to administer council tax discounts and exemptions.</p> <p><b>Opinion:</b> Moderate Assurance      <b>Summary / Actions Identified:</b></p> <p>A total of three high / medium risk actions were originally identified and agreed in the March 2016 audit report. A summary of progress made against the agreed actions is shown below:</p> <table border="1" data-bbox="651 571 1854 708"> <thead> <tr> <th>Number of Actions</th> <th>Implemented</th> <th>No Progress</th> <th>On-going</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>2</td> <td>0</td> <td>1</td> </tr> </tbody> </table> <p>Actions implemented since the last review include:</p> <ul style="list-style-type: none"> <li>• Additional guidance in relation to discounts and exemptions has been issued to all council tax officers, with further discussion at a recent team meeting. However, whilst we have assessed that the recommendation has been implemented, alongside testing undertaken which highlighted a significant improvement in compliance with established procedures, we would suggest that in order to embed arrangements, such activity should form part of an ongoing programme of awareness activities.</li> <li>• Routine quality checks are undertaken on a monthly basis across a sample of council tax officers which include at least one exemption or discount.</li> </ul> <p>For the remaining agreed action, progress has been made, although in our view, the action taken to date has not yet fully addressed the audit concerns, namely whilst some additional checks have been incorporated into the application process to minimise the risk of fraud and error, the guidance covering student exemptions could be improved upon to provide clearer direction on the checks to be undertaken prior to awarding the exemption. We have agreed that this issue will be followed up as part of the next planned audit of Council Tax.</p>	Number of Actions	Implemented	No Progress	On-going	3	2	0	1
Number of Actions	Implemented	No Progress	On-going						
3	2	0	1						

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**To**            **Audit and Procurement Committee**

**Date** 24<sup>th</sup> October 2016

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**Subject**    **City Council Treasury Management Activity**

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**1 Background and Purpose of the Note**

This note provides an update on the Council's Treasury Management activity.


**2 Treasury Management Activity**

- 2.1 Appendix 1 in this report shows the Council's Lending List – a list of those banking and government institutions that the Council's Investment Strategy allows us to invest cash balances with. Appendix 2 shows the most recent list of investments that the Council holds.
- 2.2 The current lending list is maintained in line with advice provided by our Treasury Management advisors (Arlingclose) which bases its judgement on information from credit rating agencies.
- 2.3 Since the last report in December, there has been a change to the counterparty limits on the lending list. As a result of the large level of investment balances held in 2015/16, the standard counterparty limit is now £10m, except for institutions where schools hold their current accounts. These limits are adjusted accordingly. The limit for unrated Building Societies has stayed at £1m.
- 2.4 The treasury management landscape has also changed since the last report as a result of Brexit & the Bank of England cutting interest rates. This has meant that the interest rates available on our investments has similarly reduced.
- 2.5 Two counterparties have also been removed from our approved list since the last update, these are Standard Chartered Bank & Deutsche Bank. This is due to poor financial performance of the banks & the £11bn fine facing Deutsche. Also, as Deutsche is such a systemically important bank to the German economy, the decision has been taken locally to no longer lend to any German bank, despite them remaining on the approved Arlingclose list. Full details can be found in Appendix 1.
- 2.6 The total level of investment balances held by the Council stood at £168.9m as at 7<sup>th</sup> October 2016 compared with £136.9m as at 9<sup>th</sup> October 2015. The breakdown of these balances is shown below. The £32m increase in investment balances is due in large part to the fact that the Council has received a grant of £35m from the Department for Business, Energy and Industrial Strategy for the Whitley South Infrastructure Project which has not yet been spent.

	<b>09/10/2015 £m</b>	<b>07/10/2016 £m</b>
Bank Deposits	73.3	63.4
Local Authority Deposits	0.0	0.0
Money Market Funds	19.3	32.1
Collective Investment Funds	28.7	38.5
Corporate Bonds	15.6	34.9
<b>Total</b>	<b>136.9</b>	<b>168.9</b>

2.7 Since the last report no short term borrowing has been undertaken, due to the high levels of investment balances held by The Council.

**Appendix 1**

 <b>COVENTRY CITY COUNCIL LENDING LIST</b> 30 September 2016		Position number in 'Investment Grade'									
		Fitch	Moody's	S&P							
USING MINIMUM ACCEPTABLE CREDIT QUALITY Institution		Country	Long Term Rating			Limit £m	Term Limit	Fitch	Moody's	S&P	
			Fitch	Moody's	S & P						
Debt Management Office		UK	AA+	Aa1	AAA		50 years	2	2	1	
Local Authorities		UK	AA+	Aa1	AAA	£10m	25 years	2	2	1	
HSBC Bank plc (* See note below)		UK	AA-	Aa2	AA-	£9.2m	13 Months	4	3	4	
Lloyds Bank Group											
Bank of Scotland plc (** See note below)		UK	A+	A1	A	£6.4m	13 Months	5	5	6	
Barclays Bank plc		UK	A	A2	A-	£10m	100 Days	6	6	7	
Coventry BS		UK	A	A2		£10m	6 Months	6	6		
Close Brothers Ltd		UK	A	Aa3		£10m	6 Months	6	4		
Lloyds Bank Group											
Lloyds Bank plc (** See note below)		UK	A+	A1	A	£6.4m	13 Months	5	5	6	
Nationwide BS		UK	A	Aa3	A	£10m	6 Months	6	4	6	
Santander UK Plc (Abbey)		UK	A	A1	A	£10m	6 Months	6	5	6	
Goldman Sachs International Bank		UK	A	A1	A +	£10m	100 Days	6	5	7	
Leeds Building Society		UK	A-	A2		£10m	100 Days	7	6		
National Westminster Bank & Royal Bank of Scotland plc		UK	BBB+	A3	BBB+	£5m	35 Days	8	7	8	
DARLINGTON BUILDING SOCIETY		UK				£1m	100 Days				
FURNESS BUILDING SOCIETY		UK				£1m	100 Days				
HINCKLEY & RUGBY BUILDING SOCIETY		UK				£1m	100 Days				
LEEK UNITED BUILDING SOCIETY		UK				£1m	100 Days				
LOUGHBOROUGH BUILDING SOCIETY		UK				£1m	100 Days				
MANSFIELD BUILDING SOCIETY		UK				£1m	100 Days				
MARKET HARBOROUGH BUILDING SOCIETY		UK				£1m	100 Days				
MARSDEN BUILDING SOCIETY		UK				£1m	100 Days				
MELTON MOWBRAY BUILDING SOCIETY		UK				£1m	100 Days				
NATIONAL COUNTIES BUILDING SOCIETY		UK				£1m	100 Days				
NEWBURY BUILDING SOCIETY		UK				£1m	100 Days				
SCOTTISH BUILDING SOCIETY		UK				£1m	100 Days				
STAFFORD RAILWAY BUILDING SOCIETY		UK				£1m	100 Days				
TIPTON & COSELEY BUILDING SOCIETY		UK				£1m	100 Days				
Australia and New Zealand Banking Group Ltd		AU	AA-	Aa2	AA-	£10m	6 Months	4	3	4	
Commonwealth Bank of Australia		AU	AA-	Aa2	AA-	£10m	6 Months	4	3	4	
National Australia Bank Ltd (***) See note below)		AU	AA-	Aa2	AA-	£2m	6 Months	4	3	4	
Westpac Banking Corporation		AU	AA-	Aa2	AA-	£10m	6 Months	4	3	4	
Bank of Montreal		CA	AA-	Aa3	A+	£10m	13 Months	4	4	5	
Bank of Nova Scotia		CA	AA-	Aa3	A+	£10m	13 Months	4	4	5	
Canadian Imperial Bank of Commerce		CA	AA-	Aa3	A+	£10m	13 Months	4	4	5	
Royal Bank of Canada		CA	AA-	Aa3	AA-	£10m	13 Months	3	4	4	
Toronto Dominion Bank		CA	AA-	Aa1	AA-	£10m	13 Months	4	2	4	
Danske Bank A/S		DK	A	A2	A	£10m	100 Days	6	6	6	
OP Corporate Bank		FI		Aa3	AA-	£10m	6 Months		4	4	
LANDESBANK HESSEN-THURINGEN		GE	A+	A1	A	£10m	6 Months	5	5	6	
Cooperative Centrale Raiffe (Rabobank)		NE	AA-	Aa2	A+	£10m	13 Months	4	3	5	
ING Bank NV		NE	A+	A1	A	£10m	100 Days	5	5	6	
DBS Bank Ltd		SI	AA-	Aa1	AA-	£10m	13 Months	4	2	4	
Oversea-Chinese Banking Corp		SI	AA-	Aa1	AA-	£10m	13 Months	4	2	4	
United Overseas Bank Ltd		SI	AA-	Aa1	AA-	£10m	13 Months	4	2	4	
Nordea Bank AB		SW	AA-	Aa3	AA-	£10m	13 Months	4	4	4	
Svenska Handelsbanken AB		SW	AA-	Aa2	AA-	£10m	13 Months	3	3	4	
Credit Suisse		SZ	A	A2	A	£10m	100 Days	6	6	6	
JP Morgan Chase Bank		US	AA-	Aa3	A+	£10m	13 Months	4	4	5	
<b>MONEY MARKET FUNDS (MMFs)</b>											
Deutsche Bank Advisors		Ireland		Aaa	AAA	£10m			1	1	
Federated Investors		UK	AAA	Aaa	AAA	£10m		1		1	
HSBC Asset Management		Ireland		Aaa	AAA	£10m			1	1	
Ignis Asset Management		Ireland	AAA		AAA	£10m		1		1	
HSBC Bank plc * - (Reduced limit)		UK	£0.5m School balances at HSBC						8 = Borderline rating		
Lloyds Banking Group											
Bank of Scotland plc ** - (Reduced limit)		UK	£3.5m School balances at Lloyds TSB								
Lloyds Banking Group											
Lloyds Bank plc ** - (Reduced limit)		UK	£3.5m School balances at Lloyds TSB								
National Australia Bank Ltd *** (Reduced Limit)		AU	£7.8m School balances at Yorkshire Bank								
RBS Group											
National Westminster Bank *** - (Reduced limit)		UK	£0.5m School balances at Nat West								
RBS Group											
Royal Bank of Scotland plc *** - (Reduced limit)		UK	£0.5m School balances at Nat West								

## Appendix 2

<u>LOAN REF.</u>	<u>LENDER NAME</u>	<u>BROKER</u>	<u>PRINCIPAL</u>	<u>START DATE</u>	<u>MATURITY DATE</u>	<u>INITIAL INT RATE</u>	<u>DAYS</u>	<u>INT DUE</u>
<b>TEMPORARY LOAN OUT (DEPOSIT)</b>								
200004077	NATIONWIDE B/SOCIETY	MARB	5,000,000.00	14/04/16	14/10/16	0.720000	183	18,049.32
200004086	GOLDMAN SACHS INTER BANK	BT	5,000,000.00	04/08/16	04/11/16	0.495000	92	6,238.36
200004087	GOLDMAN SACHS INTER BANK	BT	5,000,000.00	08/08/16	18/11/16	0.460000	100	6,301.37
200004088	ONE HOUSING LIMITED	SB	5,000,000.00	17/08/16	17/11/16	0.750000	92	9,452.05
200004082	MELTON MOWBRAY B SOCIETY	FP	1,000,000.00	23/06/16	23/12/16	0.700000	183	3,509.59
200004083	DBS BANK OF SINGAPORE LTD	SB	3,000,000.00	04/07/16	04/01/17	0.500000	184	7,561.64
200004091	NATIONAL COUNTRIES B SOCIETY	FP	1,000,000.00	03/10/16	11/01/17	0.350000	100	958.90
200004085	DBS BANK OF SINGAPORE LTD	FP	4,000,000.00	03/08/16	03/02/17	0.520000	184	10,485.48
200004089	DBS BANK OF SINGAPORE LTD	FP	3,000,000.00	15/09/16	15/03/17	0.460000	181	6,843.29
200004090	LLOYDS BANK	N/A	2,400,000.00	26/09/16	27/03/17	0.650000	182	7,778.63
200004092	NATIONWIDE B/SOCIETY	MARB	5,000,000.00	04/10/16	31/03/17	0.420000	178	10,241.10
200004078	LLOYDS BANK	N/A	4,000,000.00	19/04/16	19/04/17	1.050000	365	42,000.00
200004079	PLACES FOR PEOPLE HOME LTD	BT	5,000,000.00	25/04/16	25/04/17	1.250000	365	62,500.00
200004084	PLACES FOR PEOPLE HOME LTD	BT	5,000,000.00	04/07/16	03/07/17	1.320000	364	65,819.18
								<b>53,400,000.00</b>
								<b>257,738.91</b>
<b>TEMPORARY LOAN OUT (CALL DEPOSITS)</b>								
200004051	SANTANDER UK plc	N/A	10,000,000.00	06/08/15		0.650000		95 Day Notice
								<b>10,000,000.00</b>
<b>FIXED BONDS</b>								
1700000020	CENTRICA PLC	KS	1,207,267.91	21/04/16	24/10/16	0.972365	186	5,982.09
1700000021	CENTRICA PLC	KS	787,431.95	25/04/16	24/10/16	0.972411	182	3,818.05
1700000023	CENTRICA PLC	KS	1,943,288.65	04/05/16	24/10/16	0.918648	173	8,461.35
1700000032	CENTRICA PLC	KS	1,053,387.32	02/08/16	24/10/16	0.673248	83	1,612.68
1700000024	LONDON POWER NETWORKS PLC	KS	1,985,630.35	04/05/16	11/11/16	0.988875	191	10,150.90
1700000018	WALES & WEST UTILITIES	KS	1,145,532.43	19/01/16	02/12/16	1.191735	318	11,893.82
1700000022	WALES & WEST UTILITIES	KS	1,713,188.58	25/04/16	02/12/16	1.047279	221	10,863.42
1700000028	WALES & WEST UTILITIES	KS	2,095,435.18	13/07/16	02/12/16	0.868625	142	7,064.82
1700000029	DAIMLER AG	KS	2,027,259.51	14/07/16	02/12/16	0.669170	141	5,240.49
1700000037	DAIMLER AG	KS	3,681,123.95	29/09/16	02/12/16	0.431059	64	2,782.30
1700000038	DAIMLER AG	KS	558,528.60	30/09/16	02/12/16	0.424154	63	408.90
1700000031	BRITISH TELECOMM PLC	KS	1,892,765.39	01/08/16	07/12/16	0.901617	128	5,984.61
1700000035	F&C FINANCE LTD	KS	543,158.20	16/08/16	20/12/16	0.982267	126	1,841.80
1700000036	F&C FINANCE LTD	KS	818,286.00	18/08/16	20/12/16	0.893548	124	2,484.00
1700000025	SCOTTISH POWER UK PLC	KS	1,512,075.01	18/05/16	20/02/17	1.108071	278	12,761.24
1700000026	SCOTTISH POWER UK PLC	KS	1,900,917.57	18/05/16	20/02/17	1.046667	278	15,152.43
1700000034	SCOTTISH POWER UK PLC	KS	1,512,279.73	15/08/16	20/02/17	0.834715	189	4,970.27
1700000030	BRITISH TELECOMM PLC	KS	3,177,588.41	18/07/16	23/06/17	0.715000	340	21,163.59
1700000017	COVENTRY BUILDING SOCIETY	KS	5,398,330.00	06/11/15	19/04/18	1.272358	895	168,422.05
								<b>34,933,470.74</b>
								<b>301,058.81</b>
<b>MMF DEPOSITS</b>								
2400000002	SLI INVESTEMNTS LIQUIDITY	N/A	8,800,000.00	04/09/12		0.318900		
2400000003	HSBC STERLING LIQUIDITY	N/A	0.00	04/09/12		0.308200		
2400000004	FEDERATED PRIME RATE	N/A	10,000,000.00	17/09/12		0.365949		
2400000005	DEUTSCHE MANAGED STERLING	N/A	10,000,000.00	19/07/13		0.321638		
2400000006	MORGAN STANLEY	N/A	3,250,000.00	10/06/16		0.321419		
								<b>30,050,000.00</b>
<b>COLLECTIVE INVESTMENT FUNDS</b>								
2800000004	PAYDEN & RYGEL	N/A	7,883,613.94	01/02/12				
2800000005	FEDERATED PRIME RATE C+	N/A	5,111,484.07	27/03/13				
2800000006	CCLA INVESTMENT MGT LTD	N/A	8,000,000.00	28/11/13				
2800000007	SLI SHORT DURATION FUND	N/A	7,870,251.74	16/03/15				
2800000008	ROYAL LONDON ASSET MGT	N/A	4,800,000.00	27/09/16				
2800000009	ROYAL LONDON ASSET MGT	N/A	4,800,000.00	27/09/16				
								<b>38,465,349.75</b>



## **Investment Type Glossary**

Temporary Loan Out (Deposit) – These are investments with a counterparty where the start date, maturity date, principal & interest rate is all agreed in advance and cannot be changed until maturity.

Temporary Loan Out (Call Deposits) – These are investments with banks whereby the money is held by the bank for an indefinite amount of time until the Council chooses to have the money back. Once the Council calls the money back, different accounts have different notice periods. The longer the notice period, the higher the interest rate.

Certificate of Deposit – These are similar investments to Temporary Loan Out (Deposits) however, there is a secondary market for them, meaning they can be sold before the maturity date for a profit or loss. This makes them more liquid.

Fixed Bonds – These are similar to Certificates of deposit in that maturity date and interest rates are agreed in advance & there is a secondary market to sell them if required. However, whereas Certificates of Deposits are with banks, Fixed Bonds are with banks and private companies.

Money Market Fund (MMF) Deposits – Funds whereby the authorities money is managed by an external fund manager. The Council invests in the fund along with several other organisations and money is pooled together & invested in a number of different counterparties. As the investments made by the fund manager vary daily, the rate of interest fluctuates daily, usually within 0.05% of 0.4%. Money can be paid into and withdrawn instantly from these accounts & so they are used to manage the Council's day to day cashflow.

Collective Investment Funds – Similar to MMF Deposits, these are investments whereby we give our money to a fund manager and they pool our money with other organisations to make investments on our behalf. The rate of interest is higher on these tends to fluctuate more & as such need to be viewed as long term investments in order to smooth out peaks & troughs, even though the Council can withdraw from these accounts with only a week's notice if required.

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Audit and Procurement Committee

24 October 2016

**Name of Cabinet Member:**

Cabinet Member for Policy and Leadership – Councillor Duggins

**Director Approving Submission of the report:**

Executive Director, Resources

**Ward(s) affected:**

All

**Title: Information Management Strategy Update**

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**Is this a key decision?**

No

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**Executive Summary:**

The Council's Information Management Strategy was approved by Cabinet in March 2016. Information Management is becoming increasingly critical to the way the public sector does business as we integrate services, seek to gain better outcomes with fewer resources and digitalise the way services are delivered. Information is one of our greatest assets and its usage is a major responsibility. We are ambitious to be a Council that is trusted by its citizens and customers to manage and protect their information. The Information Management Strategy will ensure that we exploit information as a strategic asset, using recognised best practice, legislation and technology to minimise requests for information and maximise the opportunities to information intelligence to share future services and evaluate the effectiveness of existing ones.

One of the work streams within the strategy relates to information governance and data protection. In order to understand the level of maturity and assurance in relation to information governance across the organisation, the Council arranged for the Information Commissioner's Office (ICO) to conduct a data protection audit. Information Management specialists (In-Form Consult) were also engaged to conduct a Council wide maturity assessment. These exercises have helped formulate action plans for the Council to improve its information management arrangements.

An update on these action plans was shared with Audit and Procurement Committee and the Cabinet Member for Policy & Leadership in July 2016, and this report provides a further update on progress to date. Overall the Project team are forecasting that all actions will be complete sufficiently in advance of the return review of the Information Commissioner's Office in March 2017.

Implementation of the ICO recommendations will leave the Council in a very strong position, and ahead of most local authorities in terms of compliance with data protection requirements.

**Recommendations:**

Audit and Procurement Committee is recommended to:

1. Note the progress to date against the ICO and In-Form Consult action plans
2. Request that Officers bring a further report back to the Committee on the outcome of the follow-up audit by the Information Commissioner
3. Make any additional recommendations that the Committee considers appropriate

**List of Appendices included:**

Appendix 1 - Progress made against the actions

Appendix 2 – Progress made on ICO Audit recommendations

**Background papers:**

None

**Other useful documents:**

*Report to Audit & Procurement Committee on 25 July 2016*

<http://democraticservices.coventry.gov.uk/ieListDocuments.aspx?CId=553&MId=11087&Ver=4>

*Report to Cabinet Member for Policy & Leadership on 28 July 2016:*

<http://democraticservices.coventry.gov.uk/ieListDocuments.aspx?CId=562&MId=11049&Ver=4>

**Has it been or will it be considered by Scrutiny?**

No

**Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?**

No

**Will this report go to Council?**

No

## **Report title: Information Strategy Update – October 2016**

### **1. Context (or background)**

- 1.1 The Council's Information Management Strategy was approved by Cabinet in March 2016. A key work stream of that strategy focuses on information governance and data protection. To understand the Council's maturity in relation to information governance, the Information Commissioner's Office (ICO) undertook an audit in relation to data protection arrangements and industry specialists In-Form Consult (IFC) conducted a maturity assessment across the Council in relation to Information Governance generally.
- 1.2 The ICO audit looked at a snapshot in time, and consulted with Senior Managers and Officers in Revenues and Benefits and Children's Social Care. The audit concluded that the Council has 'very limited assurance that processes and procedures are in place to deliver data protection compliance' and recommended a series of actions for the Council to implement to improve.
- 1.3 The ICO will conduct a follow up audit in March 2017 to review progress against those recommendations.
- 1.4 The separate 'maturity' assessment conducted by IFC considered the whole of the Council, and took account of the direction of travel and the Council's wider strategic aims. This maturity assessment was wider in scope than the ICO audit, and considered all aspects of Information Management. IFC assessed the Council's level of maturity as low-medium, which is comparable with other similar local government organisations. This assessment gave a further set of recommendations to complement those from the ICO and the improvement journey from an information governance perspective, but also ensuring that the Council is able to treat its data and information as an asset and get the maximum value from it.
- 1.5 The report to Audit and Procurement Committee on 25<sup>th</sup> July 2016 gave an update on progress against both of these action plans, and this report provides a further interim update of progress ahead of the ICO's planned follow up audit in March 2017.

### **2. Options considered and recommended proposal**

- 2.1 The report to Audit and Procurement Committee on 25<sup>th</sup> July 2016 detailed how out of 77 actions from the ICO recommendations, 8 had been completed; 49 were in progress, and 20 were yet to begin.
- 2.2 Since then a further 38 have been completed and work is now well underway against 27 of the remaining 31 actions, and we are projecting that all actions will be complete significantly in advance of the return visit in March 2017. This will enable sufficient time for those changes to have had impact and embedded into the practice of the organisation.
- 2.3 There are still 4 actions which have yet to begin. These actions represent the final stages of the plan and were dependent on other actions being completed before they could commence. In order for these actions to be completed, a Records Manager is required in the Information Governance Team, and this position is now being recruited to.
- 2.4 Details of progress made against the actions is included in appendix 1.

- 2.5 Since the meeting of 25<sup>th</sup> July 2016, some significant milestones have been achieved. In particular the review of policies and guidance has been completed and assembled into a 'handbook' to act as a single access point for staff across the council. The handbook will be launched at the Council's 'Data Day' event on 19<sup>th</sup> October 2016. The mandatory e-learning on data protection has also been updated to include data and information sh. It is anticipated that this will be launched together with a requirement that all staff complete it annually by the end of October.
- 2.6 The 'Data Day' will bring officers from across the council, at all levels, together to discuss the importance and the power of data and information and is a significant opportunity to communicate with staff to impress the importance of good information management practice, and to ensure that risks and opportunities are better understood and managed.
- 2.7 The completion of the ICO recommendations will see us take significant strides to improving our information security and data protection compliance, but the Information Management Strategy sets out our ambition to go beyond those recommendations. The strategy aims to ensure that we leverage the power of data and the opportunity this gives us alongside the Digital Strategy to improve efficiency, customer experience and our ability to work with partners.
- 2.8 The In-Form Consult maturity assessment was intended to provide us with a road map to look beyond the ICO activities, and whilst there were many common themes with the ICO findings, it recognised this ambition and the direction of travel as we start to consider new tools and techniques for storing managing and processing data.
- 2.9 Those recommendations will be implemented over the next 12 months and will form an ongoing basis to ensure we are able to keep abreast of new developments in the digital age to ensure that information remains secure in new media and new technology, and will future proof and safeguard us into the future, ensuring we remain in the strong position that the ICO recommendations will leave us in.

### **3. Results of consultation undertaken**

- 3.1 There is no requirement for the Council to consult on the implementation of the recommendations.

### **4. Timetable for implementing this decision**

- 4.1 The actions are already being implemented. The Council aims to complete the actions from the ICO recommendations by the end of the calendar year, ahead of the ICO's revisit in March 2017.
- 4.2 The IFC recommendations will apply on an ongoing basis and many will follow from the ICO recommendations as we look to build on the strong position that those actions should leave us in.

### **5. Comments from Executive Director, Resources**

- 5.1 **Financial implications.** This programme of work is being delivered from existing resources. The implementation of the Information Strategy acts as a key enabler to a number of key Council projects and will be aligned with the savings programme and budget report which underpin much of the work already planned to deliver existing targets in the Medium Term Financial Strategy. Implementing the recommendations from the ICO reduces the risk that the Council will receive a monetary penalty in the event of a breach of the Data Protection Act 1998.

5.2 **Legal implications.** The adoption of an over-arching information management strategy represents good governance. The implementation of the actions identified promotes compliance with the Data Protection Act 1998 and will improve safeguards against data breaches.

## 6. Other implications

### 6.1 **How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?**

Improved use of data and information will contribute to the Council's overall aims and objectives in the Corporate Plan by underpinning key components of the Council's transformation and efficiency agenda.

### 6.2 **How is risk being managed?**

Risk will be managed through gaining a better understanding of the data assets the Council holds and their specific security and risk implications. The formation of an Information Asset Register will give greater visibility to those risks; identifying the owners and enabling better management of risk.

### 6.3 **What is the impact on the organisation?**

A more strategic approach to the management and use of information, will lead to improved decision making through benefits including:

- More effective safeguarding of children through improved data sharing with different public agencies
- Efficiency savings from having single data sets of information, less duplication and risk of error.

### 6.4 **Equalities / EIA**

The approach set out in the Information Management Strategy does not have any specific impact on the Public Sector Equality Duty. However, management of personal and equality data is included within the scope of the strategy. As a result, the improved management of data will lead to improved understanding of the equality impact of future decisions.

### 6.5 **Implications for (or impact on) the environment**

There are no specific implications or impact on the environment.

### 6.6 **Implications for partner organisations?**

The Information Management Strategy applies to all data and information that the Council creates, owns, collects and holds in any format. The benefits derived from improved information management and the implementation of actions relating to data sharing will apply to partner organisations.

**Report author(s):**

**Name and job title:**

Joe Sansom (Transformation Programme Manager)

**Directorate:** Resources

**Tel and email contact:** 024 7683 1982 [joe.sansom@coventry.gov.uk](mailto:joe.sansom@coventry.gov.uk)

Enquiries should be directed to the above person.

<b>Contributor/approver name</b>	<b>Title</b>	<b>Directorate or organisation</b>	<b>Date doc sent out</b>	<b>Date response received or approved</b>
<b>Contributors:</b>				
Lara Knight	Governance Services Co-ordinator	Resources	14/10/16	14/10/16
Other members				
<b>Names of approvers for submission: (officers and members)</b>				
Finance: Jane Murphy	Head of Transformation and Major Projects	Resources	11/10/2016	12/10/2016
Legal: Helen Lynch	Legal Services Manager	Resources	11/10/2016	12/10/2016
Members: Councillor George Duggins			13/10/2016	13/10/2016
Councillor Sucha Bains			13/10/2016	13/10/2016

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[www.coventry.gov.uk/councilmeetings](http://www.coventry.gov.uk/councilmeetings)



RAG	Action and completion status	Agreed Action	Owner:	Due by	progress
AG	A02	The Data Protection Policy, Information Security Management Policy and Records Management policy reviewed on an annual basis. Any changes to be communicated via Beacon.	SIGO	Apr-16	Completed
AG	A03	Ensure the induction checklist is completed within two weeks of employment for new staff (see also b12).	SIGO	Jan-16	Completed
AG	A04	Amend the Service Area induction checklist to include the requirement to read the Records Management Policy and Information Security Policy.	Training Design & Delivery Manager	Mar-16	Completed
AG	A05	Review guidance documentation promoting data protection compliance and review periodically thereafter.	SIGO	Dec-16	Staff IG Handbook completed addition guidance to be considered
AG	A06	Finalise, publish and communicate the toolkit documents	SIGO & Internal Communications Officer	Apr-16	IG Handbook launched
AG	A08	Appoint SIGO and second IGO	Legal services Manager	Jan-16	completed- SIGO - 29/03/16; Second IGO Nov 2015
AG	A12	Set out duties and responsibilities of SIRO and formally reference in relevant policies.	SIGO	Apr-16	Completed in policies reviewed so far
AG	A13	Identify IAOs, set out duty's and responsibilities of IAOs and communicate to IAOs, reference role/responsibly within relevant policies & procedures.	SIGO	Sep-16	Roles to be incorporated in risk management policy, staff hand book and IG Toolkit after
AA	A14	Recruit Records Manager or the duties are assigned to an appropriate role/roles	Legal services Manager/ Programme	Nov-16	In the process of recruiting interim Record Manager
AG	A16	Draft Terms of reference for the IMSG for approval by the group.	Legal Services Manager	Jan-16	Completed

RAG	Action and completion status	Agreed Action	Owner:	Due by	progress
AG	A17	Create action plan to ensure key deliverables with Information Management- Bringing it together document are achieved.	SIGO & Programme Manager Transformation	Apr-16	Completed
AA	A18	Draft an Information Risk Policy	SIGO	Dec-16	In progress - working on risk management approach
AA	A19	Ensure that information asset register is up to date and that is regularly reviewed to identify residual risks which require escalations.	SIGO/ Transformation delivery programme Manager	Dec-16	Information asset register has been developed but risk management approach yet to be developed
AR	A20	Create information risk register to capture (IRR) , record and track information related to risks identified via the IAR, security incidents and PIAs.	SIGO/ Head of ICT Strategy	Oct-16	Yet to compile IRR- Records Manager to provide support in this area
AR	A21	Information Risk register to be considered by SMB.	SIRO	Nov-16	Yet to compile IRR
AR	A22	IMSG to approve Information Risk Register and review on a quarterly basis.	SIRO	Sep-16	Yet to compile IRR
AA	A25	To follow up on data protection audit in 2013/14. To include specific data protection audits within the audit plan 2015/16 & future audit plans.	Chief Internal Auditor	Feb-17	In progress
AG	A26	To include data protection/Information governance control issues within the Annual Governance Statement.	Chief Internal Auditor	Apr-16	Completed
AG	A27	SIGO to conduct periodic spots checks to monitor compliance with information governance policies and results to be reported to ISMG.	SIGO	Apr-16	Being conducted on a continual and ad hoc basis

RAG	Action and completion status	Agreed Action	Owner:	Due by	progress
AA	A28	To include statistics in relation to information security incidents and training completion within annual report.	SIGO	Dec-16	Security incidents and training completion being monitored
AG	A29	IMSG to monitor KPIs re completion statistics, training completion & information security incidents on quarterly basis.	Legal services Manager/ SIGO	Implemented Nov. 2015	completed
AG	A31	a) Communicate the requirement for staff to carry out mandatory PIAs for any new service or change in service which involves the processing of personal data to all senior Managers. b) Amend the responsibilities for Line Managers document within the toolkit to include the requirement for mandatory PIAs.	a) SIRO/ b) Legal services manager	Implementation date: a) January 2016. B)	Included in IG handbook and relevant policies
AG	A33	Introduce PIA template based on ICO's Conducting Privacy Impact Assessments Code of Practice.	SIGO	Jun-16	Completed
AG	A34	SIGO to be a signatory to all PIA's and register of PIA's to be maintained.	SIGO	Jun-16	Completed
BG	B01	Include responsibility for ensuring that staff are adequately trained in relation to data protection to the roles and responsibilities of the SIRO.	SIGO	Apr-16	Completed
BG	B02	Oversight of data protection training to be included within the Terms of Reference for the IMSG.	Legal Services Manager	Jan-16	Completed
BG	B03	IMSG to approve content of training and monitor training statistics to ensure that training is being completed.	SIGO	Jun-16	Training being monitored
BG	B04	SIGO to report on training completion statistics to IMSG on a quarterly basis.	SIGO	Implemented Nov. 2015	Monitoring reports from learning and development
BG	B05	SIGO to conduct a training needs analysis for members of the Information Governance Team.	SIGO	Aug-16	Completed and relevant training completed, ongoing or scheduled

RAG	Action and completion status	Agreed Action	Owner:	Due by	progress
BA	B08	Amend DP E-Learning to include a module on Subject Access requests.	SIGO/ Training Design & Delivery Manager	Oct-16	In progress- e- learning being developed
BA	B09	Review and consolidate the e-learning and classroom based modules to ensure all key data protection learning elements are delivered to all relevant staff.	SIGO/ Training Design & Delivery Manager	Oct-16	In progress
BG	B12	Recommendation partially accepted. <b>1)</b> Communication to all senior managers that DP E- Learning must be completed by all new employees within 2 weeks of commencing employment. <b>2)</b> Responsibilities for Line Managers document within toolkit to be amended to include requirement that new starters complete DP E-learning within 2 weeks of commencing employment. <b>3)</b> Induction Checklist to be amended to include the requirement to complete the DP E-learning within 2 weeks of commencing employment.	<b>1)</b> SIRO Legal Services Manager <b>2)</b> Training Design & Delivery Manager	<b>1)</b> January 2016 <b>2)</b> Amendment made December 2015 <b>3)</b> March 2016	Completed
BG	B13	IMSG to consider conducting data protection refresher training on an annual basis following amendment to training as above.	IMSG		Agreed
BG	B14	Include requirement to complete mandatory e-learning training and condensed mandatory training within Data Protection Policy.	SIGO	Aug-16	Completed
BA	B16	Develop specific training for IAO's, SARs, handlers and staff involved in data sharing - Also "Recording with care training"	SIGO/ Training Design & Delivery Manager	Dec-16	In progress- SAR and Information Sharing content has been finalised
BG	B17	As part of training needs analysis at recommendation B6 to arrange for IGOs to attain BCS Certificate in Data Protection.	SIGO	Apr-16	Completed
BA	B18	Information regarding staff who have not completed the DP training to be provided to SMB and cascaded to all managers on a quarterly basis.	SIGO/SIRO	Dec-16	Reports being created
BG	B20	Training completion statistics to be reported quarterly to IMSG.	SIGO	Implemented Nov	Being reported

RAG	Action and completion status	Agreed Action	Owner:	Due by	progress
BG	B22	Refresh & re-launch Don't Gamble with Data Campaign to launch the 'toolkit.'	SIGO/ Internal Communications officer	Sep-16	IG Handbook completed- launch date 20/10/2106
CA	C01	SIGO to be a signatory on all Data Sharing Agreements and to maintain a register of all DSA's. All DSA's to be reviewed annually. SIGO to report IMSG on DSA Agreements and Reviews on a	SIGO	Dec-16	Process included in the IG Staff handbook and procedure has been developed. DSAs yet to be
CA	C02	SIGO to conduct periodic spot checks across the council to ensure that systematic data sharing decisions are being recorded on relevant case files.	SIGO	Dec-16	Some spot checks have been completed
CA	C05	Amend the DP E-learning training to include basic guidance on data sharing.	SIGO	Oct-16	Content included in refresher training to be added to DP E-Learning training
CA	C06	Develop specific training for those with Data Sharing responsibilities with a requirement that such training is completed every 2 years.	SIGO/ Training Design & Delivery Manager	Dec-16	Data Sharing content developed
CG	C07	1) Action: Amend Data Protection policy to include summary of key points in respect of data sharing & one- off disclosures. 2) Action: Draft data sharing policy and Guidance in accordance with ICO Data sharing code of practice.	1) SIGO 2) SIGO	1) April 2016 2) July 2016	Completed
CG	C09	1) Draft corporate privacy notice to be published on website. 2) Review fair processing notices used throughout the council.	1) SIGO 2) SIGO	1) April 2016 2) Dec 2016	Completed
CG	C10	Draft consolidated fair processing notice for website.	Legal Services Manager	Feb-16	Completed
CA	C11	Undertake a review of all DSA's to ensure the incorporate fair processing, consent & exemptions where relevant.	SIGO	Dec-16	In progress
CA	C12	Undertake a review of all DSA's to ensure they cite applicable conditions for fair processing or exemptions.	SIGO	Dec-16	In progress

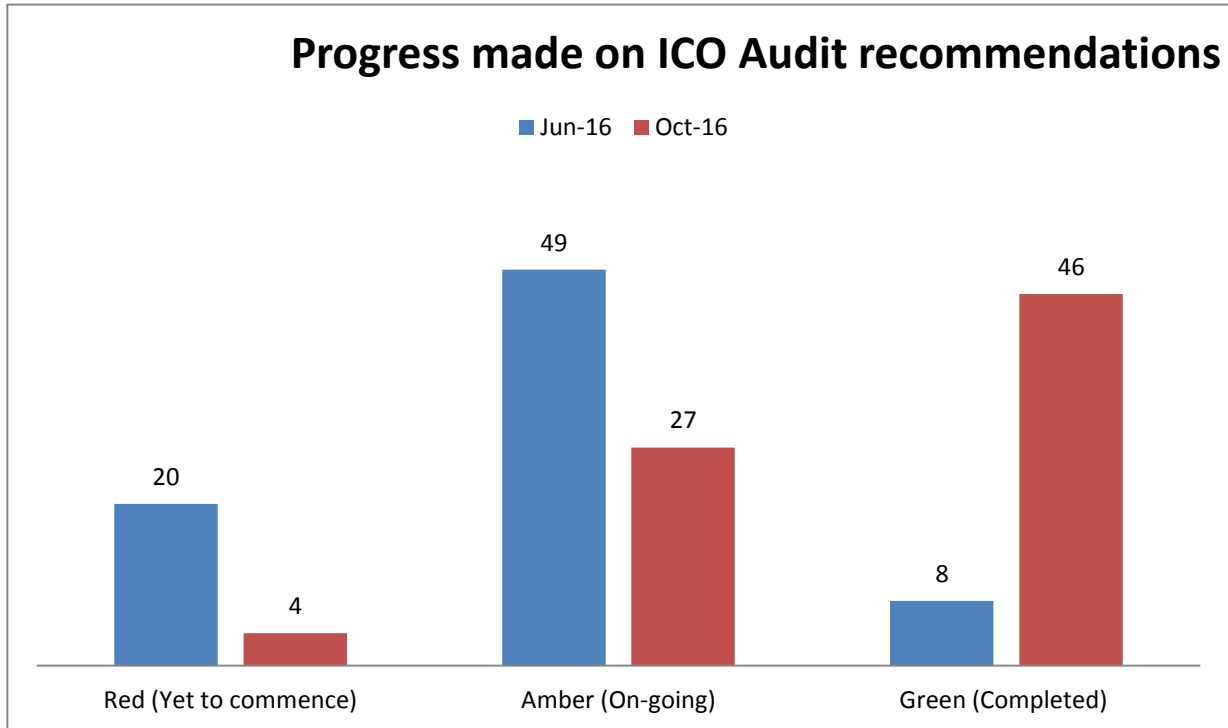
RAG	Action and completion status	Agreed Action	Owner:	Due by	progress
CA	C13	Review all DSAs to ensure that it is a requirement to record that consent has been obtained/overridden and why.	SIGO	Dec-16	In progress
CA	C15	Review all consent forms to ensure that they explain circumstances in which personal data may be shared without consent and that consent may be withdrawn.	SIGO	Dec-16	In progress
CG	C17	Include within the Data Sharing Policy requirement that PIA completed in relation to all DSAs.	SIGO	Jul-16	Completed
CG	C18	Awareness of Corporate PIA template to be raised through Don't Gamble with Data Campaign & Data sharing policy.	SIGO	Jul-16	Completed
CR	C19	Review CISP to ensure it remains fit for purpose and clarify whether data controllers who are not signatories to it but wish to enter into a DSA are required to become signatories to CISP of confirm adherence to it.	SIGO	Sep-16	To identify current partners and review initial purposes of the protocol
CG	C20	Publish DSA template on intranet.	SIGO	Jul-16	Completed
	C21	Review all DSAs to ensure compliance with ICO Data Sharing Code of Practice.	SIGO	Dec-16	Ongoing
CG	C23	Amend DSA template to incorporate statement of compliance and include in existing DSAs on review.	SIGO	Sep-16	Completed
CA	C24	SIGO to be added as a signatory to all DSAs and to ensure that all signatory sections are completed prior to being logged on central list.	SIGO	Dec-16	Ongoing
CA	C25	DSAs to be reviewed on annual basis/ SIGO to keep record of review dates and dates completed.	SIGO	Dec-16	Review dates are incorporated within the DSA register
CA	C26	SIGO to maintain a register of all DSAs to be reviewed bi-annually by IMSG.	SIGO	Dec-16	Ongoing
CG	C27	Include within Data Sharing Guidance, requirements of Government security classifications. Requirement to use classification to be incorporated into DSAs.	SIGO	Sep-16	Completed
CG	C28	Revise DSA template to provide clarity as to which sections need to be amended to provide specific details.	SIGO	Sep-16	Completed

RAG	Action and completion status	Agreed Action	Owner:	Due by	progress
CA	C30	As part of review of DSAs, ensure current methods of sharing information captured.	SIGO	Dec-16	Ongoing
CA	C31	As part of review of DSA, ensure they specify relevant job roles/teams at each organisation that will be responsible for	SIGO	Dec-16	Ongoing
CA	C33	As part of review of DSAs, ensure that they should specify what steps should be taken to report, investigate and resolve incidents	SIGO	Dec-16	Ongoing
CA	C34	As part of review of DSAs, ensure the relevant job roles and contact details for incident management leads are included	SIGO	Dec-16	Ongoing
CA	C36	Ensure that all DSAs record whether data to be shared is factual/opinion and to distinguish between the two.	SIGO	Dec-16	Ongoing
CG	C37	Amend DSA template and all existing DSAs to ensure that parties inform each other when shared data has been amended or updated.	SIGO	Sep-16	Completed
CG	C38	Amend the DSA template and existing DSAs to ensure they contain specific provisions re ensuring the quality of the data shared	SIGO	Sep-16	Completed
CA	C39	Define and document retention periods within DSA and ensure relevant managers record on data controllers system	SIGO	Dec-16	Ongoing
CG	C40	Amend DSA template and all existing DSAs to include disposal dates for the shared data	SIGO	Sep-16	Completed
CG	C41	Amend DSA template and all existing DSAs to contain specific provisions re organisations providing assurance of disposal to each	SIGO	Sep-16	Completed
CG	C42	Draft procedure for dealing with one-off requests for disclosure, to be promoted via Beacon, Don't Gamble with Data Campaign	SIGO	Dec-16	Completed
CG	C43	Ensure that procedure for third party requests for information are received in writing	SIGO	Dec-16	Completed

RAG	Action and completion status	Agreed Action	Owner:	Due by	progress
CG	C45	Within Procedure for dealing with third party requests for information, build in requirements for confirming identity of requesters	SIGO	Dec-16	Completed
CG	C47	Create a single corporate log for all one -off requests for disclosure, identity of requestor, exemptions, tracking information	SIGO	Dec-15	Completed
CG	C48	SIGO to report to IMSG on a quarterly basis the number of one-off requests for disclosure	SIGO	Dec-15	Completed
CG	C49	SIGO to carry out "spot- checks" on the quality of one-off disclosures to ensure quality assurance.	SIGO	Dec-16	Included in work plan and have already checked on CCTV and WA170 requests procedure



	Jun-16	Oct-16
Red (Yet to commence)	20	4
Amber (On-going)	49	27
Green (Completed)	8	46



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## Audit and Procurement Committee

### Work Programme 2016-17

#### 13<sup>th</sup> June 2016

Revenue and Capital Out-turn 2015-16  
Draft Statement of Accounts 2015-16  
Annual Governance Statement 2015-16

#### 25<sup>th</sup> July 2016

Internal Audit Annual Report 2015-16  
Audit Findings Report 2015-16 (Grant Thornton)  
Statement of Accounts 2015-16  
Revenue and Capital Outturn 2015/16  
Review of the Effectiveness of the System of Internal Audit  
Audit Committee Annual Report 2015-16  
Information Management Strategy Update  
Procurement Progress Report (Private)

#### 26<sup>th</sup> September 2016

Quarter One Revenue and Corporate Capital Monitoring Report 2016-17  
Annual Audit Letter 2015-16 (Grant Thornton)  
Fraud Annual Report 2015-16  
Procurement Progress Report (Private)

#### 24<sup>th</sup> October 2016

Internal Audit Plan 2016-17  
Half Year Internal Audit Progress Report 2016-17  
Treasury Management Update  
Information Management Strategy Update  
Procurement Progress Report (Private)

#### 19<sup>th</sup> December 2016

Quarter Two Revenue and Corporate Capital Monitoring Report 2016-17  
Treasury Management Update  
Half Yearly Fraud Update 2016-17  
FOI / DPA Annual Report 2015-16  
Ombudsman Complaints Annual Report 2015-16  
Corporate Risk Register Update  
Procurement Progress Report (Private)

## **20<sup>th</sup> February 2017**

Grant Certification Report (Grant Thornton)  
Annual Audit Plan (Grant Thornton)  
Quarter Three Revenue and Corporate Capital Monitoring Report 2016-17  
Quarter Three Internal Audit Progress Report 2016-17  
RIPA (Regulation of Investigatory Powers Act) Annual Report 2015-16  
Contract Management Review  
Procurement Progress Report (Private)

## **3<sup>rd</sup> April 2017**

Internal Audit Recommendation Tracking Report  
Internal Audit Plan 2017-18  
Procurement Progress Report (Private)

## **Dates to be confirmed**

Executive Directors' Consideration of the Moderate Assurance on the Overall Adequacy and Effectiveness of the Council's Internal Control Environment  
Opportunity for Employee Suggestions  
Annual Audit Letter 2015/16 - Progress Report on Actions

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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