



Internal Audit

FINAL

APPENDIX 1

South Lakeland District Council

Summary Internal Controls Assurance (SICA) Report

2021/22

November 2021

Summary Internal Controls Assurance

Introduction

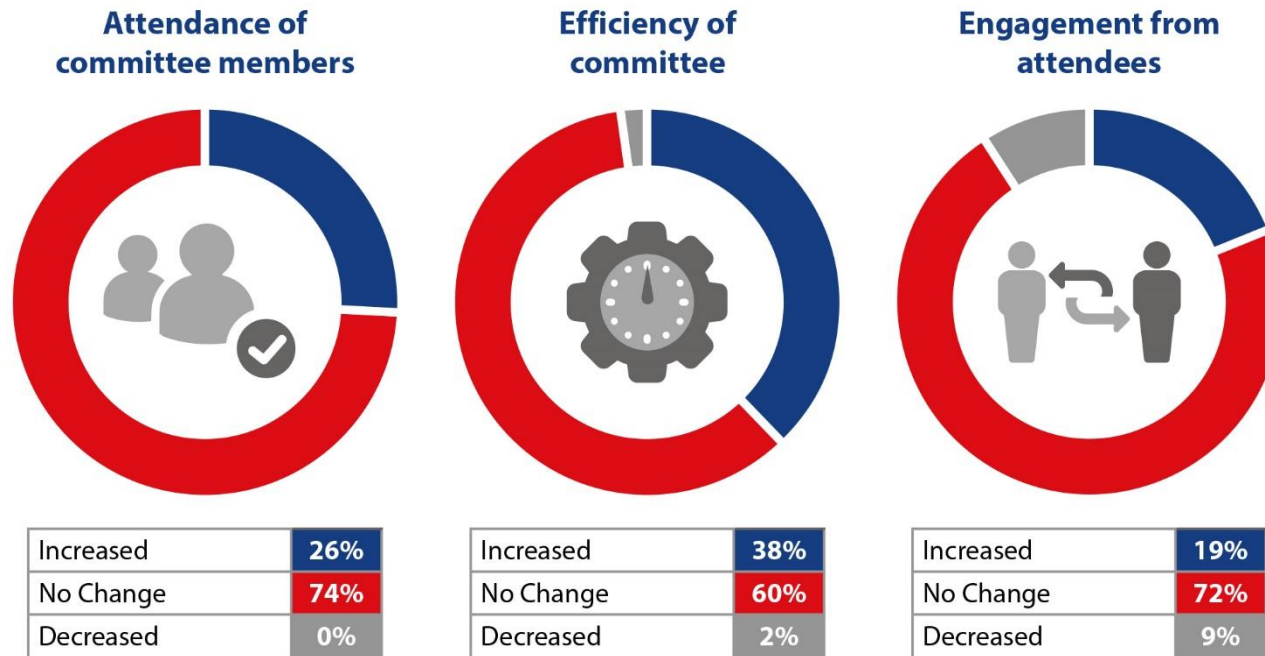
1. This summary report provides the Audit Committee with an update on the emerging Governance, Risk and Internal Control related issues and the progress of our work at South Lakeland District Council as at 29th November 2021.

Emerging Governance, Risk and Internal Control Related Issues

2. In our recent 'Post-Lockdown Working Practices Briefing', we explored the results of our survey of clients to ascertain how organisations are planning to deliver some of their functions going forward. We asked a number of questions regarding Audit Committee meetings and their effectiveness since the pandemic started and gained thoughts on how these will take place once restrictions are eased.

The experience of remotely held Audit Committees meetings has been positive with the majority of respondents recording no change in or increased attendance, efficiency and engagement at meetings.

Post Lockdown Audit Committee Attendance



Audits completed since the last SICA report to the Audit Committee

3. The table below sets out details of audits finalised since the previous meeting of the Audit Committee.

Audits completed since previous SICA report

Review	Evaluation	Key Dates			Number of Recommendations			
		Draft issued	Responses Received	Final issued	1	2	3	OEM
Information Governance	Reasonable	22/10/2021	03/11/2021	04/11/2021	-	2	6	1
Treasury Management	Reasonable	04/11/2021	26/11/2021	29/11/2021	-	1	2	-
Customer Connect – My Account	Reasonable	29/09/2021	N/A	29/11/2021	-	3	-	1
ICT Cyber Maturity	N/A	27/10/2021	24/11/2021	24/11/2021	-	-	-	-

4. There are no issues arising from these findings which would require the annual Head of Audit Opinion to be qualified.

Progress against the 2021/22 Annual Plan

5. Our progress against the Annual Plan for 2021/22 is set out in Appendix A.

Changes to the Annual Plan 2021/22

6. There are no changes proposed to the Annual Plan at this time.

Progress in actioning priority 1 recommendations

7. We have made no Priority 1 recommendations (i.e. fundamental control issue on which action should be taken immediately) since the previous SICA.

Frauds/Irregularities

8. We have not been advised of any frauds or irregularities in the period since the last SICA report was issued.

Other Matters

9. We have issued a number of briefing notes and fraud digests, shown in Appendix B, since the previous SICA report.


Responsibility/Disclaimer


10. This report has been prepared solely for management's use and must not be recited or referred to in whole or in part to third parties without our prior written consent. The matters raised in this report not necessarily a comprehensive statement of all the weaknesses that exist or all the improvements that might be made. No responsibility to any third party is accepted as the report has not been prepared, and is not intended, for any other purpose. TIAA neither owes nor accepts any duty of care to any other party who may receive this report and specifically disclaims any liability for loss, damage or expense of whatsoever nature, which is caused by their reliance on our report.

Progress against Annual Plan


System	Planned Quarter	Current Status	Comments	Audit Committee
Flood Relief Scheme	1	Planned Start Date 14 th February 2022	Review deferred due to staff availability	April 2022
Cyber Maturity	1	Complete	Final Report Issued	December 2021
Contract Management	1	Complete	Final Report Issued	September 2021
Licensing – Taxis	1	Planned Start Date 8 th February 2022	Review deferred at request of the client	April 2022
Procurement	2	Complete	Final Report Issued	September 2021
Customer Connect – My Account	2	Complete	Final Report Issued	December 2021
Information Governance	2	Complete	Final Report Issued	December 2021
Debtors	2	Complete	Final Report Issued	September 2021
Covid-19 Grant Schemes	2	Draft Report Issued		April 2022
Budgetary Control	3	Fieldwork in Progress		April 2022
Treasury Management	3	Complete	Final Report Issued	December 2021
Administration of Grants	3	Planned Start Date 22 nd March 2022		April 2022
Housing Benefits	4	Planned Start Date 4 th January 2022		April 2022
Follow Up	1 - 4	Ongoing	Next report to December Committee	All

KEY:

 To be commenced

 Site work commenced

 Draft report issued



 Final report issued

Briefings on developments in Governance, Risk and Control

TIAA produces regular briefing notes to summarise new developments in Governance, Risk and Control which may have an impact on our clients. These are shared with clients and made available through our Online Client Portal. A summary list of those CBNs issued in the last three months which may be of relevance to South Lakeland District Council is given below. Copies of any CBNs are available on request from your local TIAA team.

Summary of recent Client Briefing Notes (CBNs)

CBN Ref	Subject	Status	TIAA Comments
CBN - 21030	VMWare Vulnerabilities		Action Required All organisations running the VMWare virtualisation software need to install the latest version as soon as practicable to address the vulnerability.
CBN - 21035	NCSC Launches Scam Website Reporting Service		Action Required For Information only.
CBN - 21036	Debt Management Vulnerability Toolkit		Action Required For Information only.
CBN - 21039	UK Finance Confirm Fraud Losses Rise by 30%		Action Required For Information only. Boards and Governing Bodies to note the changing nature of fraud, and in particular, the increase in Authorised Push Payment (APP) fraud.

CBN Ref	Subject	Status	TIAA Comments
CBN - 21042	Fraudulent Emails and Purchase Orders		<p>Action Required Procurement teams and suppliers to your organisation should be made aware of this scam.</p>
CBN - 21044	Guidance to Prevent use of Vehicles as Weapons in Terror Attacks		<p>Action required where applicable Audit Committees and Boards/Governing Bodies are advised to assess their arrangements in light of the risks if applicable and take appropriate remedial action.</p>