

Assurance – Q2 2016/17

1. SUMMARY

1.1 SERVICE DASHBOARD

Finance	Revenue Budget Variance		Capital Actual Variance			
	0		N/A			
Risks	Low	Medium Low	Medium High	High	Reduced/Same	Increased
	0% (0)	29% (4)	71% (10)	0% (0)		

1.2 KEY SUCCESSES AND CHALLENGES

Key Successes

Governance Service

Members IT – Working closely with Capita colleagues a number of IT Workshops have been held with Members to resolved short and medium term issues and devise a plan for long-term strategic improvements, linked to the implementation of the IT Strategy

Internal Audit

Disaster Recovery follow-up audit - Intensive work undertaken reviewing arrangements around Disaster Recovery. As a result the position has moved from Limited Assurance in March 2016 (4 high priority recommendations) to Reasonable Assurance in October 2016 (1 new high priority recommendation, 80% of March findings now either fully addressed or partially addressed).

Corporate Anti-Fraud Team (CAFT)

Carried out a 2nd Quarter Blue Badge exercise identifying 17 cases of Blue Badge Misuse which resulted in the seizure of 13 badges. Achieved a Barnet record Proceeds of Crime result at wood Green crown Court by obtaining a confiscation order of more than £555k as a result of a planning case which was started in 2010

Key Challenges	Actions Required
<p><u>Corporate Anti-Fraud Team (CAFT)</u></p> <ul style="list-style-type: none"> Implementing a process for issuing simple cautions as a sanction for relevant fraud cases which has included obtaining guidance from Legal and the Police and senior management approval. 	<ul style="list-style-type: none"> Obtain approval from Director of Assurance and clarification regarding reporting of sanction
<p><u>Internal Audit</u></p> <ul style="list-style-type: none"> Lack of implementation of high priority audit recommendations within agreed timescales. Recommendations are repeatedly not implemented within agreed timescales Audit follow-up process which is a manual process and administrative process which can cause frustration with auditees. 	<ul style="list-style-type: none"> New approach to follow-ups agreed with Chief Executive. Monthly prompt to be circulated by audit with quarterly push from the Chief Executive on our behalf. Any outstanding recommendations in advance of quarterly reporting – those responsible to be called to SCB or meeting with Chief Exec to give update Investigating software options with Performance & Risk Management who are going out to procurement to replace JCAD Visit to Enfield arranged to view their system

2. Finance

2.1 Revenue

Description	Variations				Comments	% Variation of revised budget
	Original Budget	Budget V1	Q2 Forecast	Variation		
	£000	£000	£000	£000		
Elections	348	356	356	-		0.0%
Assurance Management	565	579	579	-		0.0%
Governance	2,144	2,171	2,171	-		0.0%
Internal Audit & CAFT	736	756	756	-		0.0%
Total	3,793	3,862	3,862	-		0.0%

2.2 Capital

N/A

3. Performance

3.1 Overview of performance for Corporate Plan and Service indicators

The service does not report on any indicators.

4. Key Actions

The service does not report on any key actions.

5. Customer Experience

The service does not report on any customer experience data.

6. Risk

The 5 X 5 matrix (heat map) below shows the residual risk assessment (Probability and impact scores) for each risk.

Score:		LIKELIHOOD					
		1	2	3	4	5	
		Rare	Unlikely	Possible	Likely	Almost Certain	
IMPACT	5	Catastrophic					
	4	Major		3	2		
	3	Moderate		1	5		
	2	Minor			3		
	1	Negligible					

Risk Commentary:

- Overall there has been a review of the Assurance Group Risk Register in the quarter and of the 14 risk on the register only two rated are 12.

Further Actions

- Risk AG003 – the service will consider and implement the findings from the independent review of Electoral Services. In addition a review as to how services are delivered to find opportunities for cost reductions
- Risk AG012 – the service will review the process for protecting data when people email sensitive information to them (e.g scans of passports etc...)

To ensure that the controls in place are effective and appropriately managed risks are reviewed monthly at Assurance Group Management Meetings.

During this quarter no risks are considered appropriate to escalate to the Corporate Risk Register.

The table below lists all risks rated 12 and above.

Risk ID	Short Risk Title	Long Description	Risk Owner	Nature of Risk	Controls and mitigations in place	Inherent Risk (without controls)		Residual Risk (with controls in place)			Response Option
						Impact	Likelihood	Impact	Likelihood	Risk Score	
AG003	Insufficient resources for electoral services	Inability to deliver electoral services in compliance with national legislation and statutory guidance, due to insufficient provision or access to resources (finance, people, accommodation etc.), could lead to the successful challenge of election results, loss of confidence in the electoral function, the requirement to re-run the election and the associated financial consequences, reputational damage.	Chief Executive as the returning officer	Compliance	Grant funding is available for this financial year, though the amount is unknown as yet. A growth bid was submitted for FY17 with the intent for this to be rolled over for FY18 (for £200k per year).	4	4	4	3	12	Treat
AG012	Data protection breach in Electoral Services	Insufficient communications and awareness on data protection could lead to a human error data protection breach in Electoral Services, resulting in financial and reputational damage	Head of Electoral Services	Information Governance	All information is kept in one secure software system, with restricted access. Staffs have appropriate training. Policy and working process in place to ensure data is kept secure.	4	5	4	3	12	Treat

7. Equalities

The service does not report on any equality data.