

**AUDIT & STANDARDS COMMITTEE**

**16<sup>th</sup> July 2020**

**Internal Audit Recommendations Tracker Report**

**Purpose of Report**

The Audit and Standards Committee is responsible for overseeing and reviewing the Authority's internal audit strategy, and receiving reports, as appropriate, from the Internal Auditor. This report presents an update on the implementation of the recommendations made by Internal Audit.

**Freedom of Information & Section 12A of the Local Government Act 1972**

Under the Freedom of Information Act this paper and any appendices will be made available under the Mayoral Combined Authority Publication Scheme. This scheme commits the Authority to make information about how decisions are made available to the public as part of its normal business activities.

**Recommendations**

Members are asked to review the progress of the implementation of internal audit recommendations.



# Internal Audit Recommendation Tracker

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Sheffield City Region Mayoral Combined Authority  
July 2020



# Introduction & headlines

## Purpose

This document provides an overview of the status of internal audit recommendations that were due for implementation prior to this Audit Committee meeting.

## Respective responsibilities

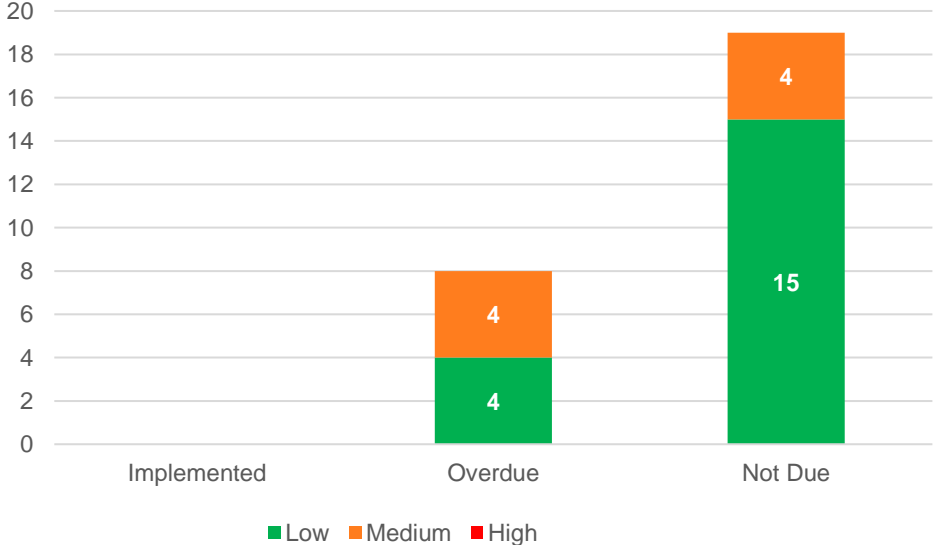
We follow up recommendations and report progress to the Audit Committee. It is the responsibility of management to implement audit recommendations on time and provide updates for the Action Tracker.

This report also identifies the progress made in respect of the outstanding recommendations agreed with the Authority's previous Internal Auditors.

## Analysis of outstanding recommendations

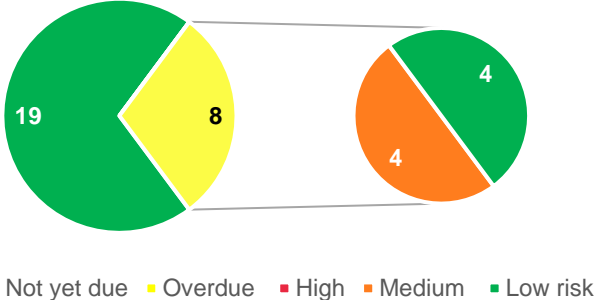
As at the date of finalising this report, there were eight overdue recommendations agreed with management which remain outstanding. There are 19 recommendations that are not yet due.

We have summarised below the current status of all outstanding recommendations.



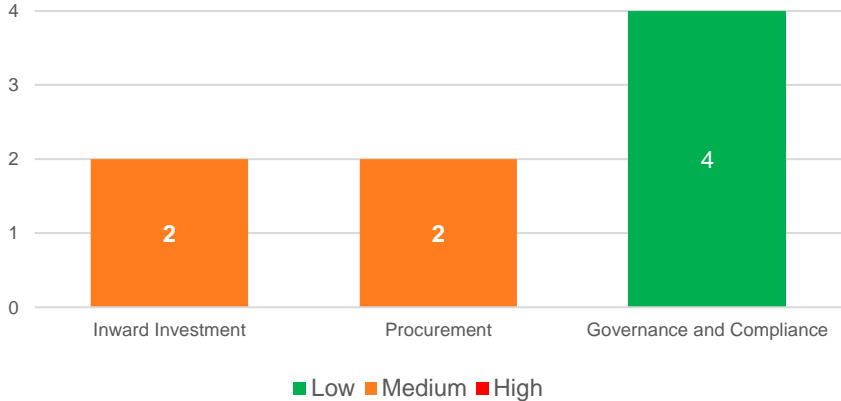
## Recommendations due for implementation

An analysis of the eight recommendations that were required to be implemented prior to this Audit Committee meeting is shown below. Of the eight recommendations that are overdue, none are high risk, four are medium risk and four are low risk. The four medium risk recommendations were agreed with the Authority's previous Internal Auditors



## Overdue recommendation by department

An analysis of the eight overdue recommendations by department is shown below. On the remaining pages of this report, we provide the responses provided by management on the progress being made to implement overdue recommendations. We do acknowledge that progress with implementation may have been impacted due to the disruptions of Covid-19 and due dates may need to be revised further.



# Status of Overdue Recommendations.

Audit area	Risk rating	Agreed management action	Responsible officer	Due Date	Status	Management comment
<b>Inward Investment (2018/19)</b>	Medium	The International Trade and Investment Plan should include agreed implementation dates against each of the detailed objectives (actions) and also targets against each of the outcomes (key performance indicators), to enable the delivery of plan to be proactively managed and monitored during the year.	Rachel Clark Director of Trade and Investment	31/12/2019  Revised – 31/05/2020	<b>On Hold</b>	<p>Client Update, January 2020:</p> <p>Due to be implemented by 31st December 2019. Currently on hold whilst a new Plan, aligned to the new Strategic Economic Plan (SEP), is developed. The findings of the consultation will be considered by the LEP Board in March and a final SEP published in May 2020.</p> <p>Client Update, July 2020:</p> <p>The launch of the SEP has been delayed due to the pandemic. This recommendation will be considered as and when a new Trade and Investment Plan is developed in line with the new SEP.</p>
<b>Inward Investment (2018/19)</b>	Medium	Key performance Indicators should be set for the Inward Investment Team and performance measured against these reported to the Trade and Investment Advisory Board on a regular basis to enable challenges to be made if applicable.	Rachel Clark Director of Trade and Investment	31/12/2019  Revised – 31/05/2020	<b>On Hold</b>	<p>Client Update, January 2020:</p> <p>Due to be implemented by 31st December 2019. Currently on hold whilst a new Plan, aligned to the new Strategic Economic Plan (SEP), is developed. The findings of the consultation will be considered by the LEP Board in March and a final SEP published in May 2020.</p> <p>Client Update, July 2020:</p> <p>The launch of the SEP has been delayed due to the pandemic. This recommendation will be considered as and when a new Trade and Investment Plan is developed in line with the new SEP.</p>
<b>Procurement (2018/19)</b>	Medium	The Contract Procedure Rules and other procurement related documentation should be reviewed and updated in conjunction with the Operational Contracts Team at the earliest opportunity. All officers should be notified of the updated documentation, upon the completion of the review and signposting provided to its location.	Sue Sykes Assistant Director, Programme and Performance Unit	31/03/2020  Revised – 30/06/2020	<b>In Progress</b>	<p>Client Update, January 2020:</p> <p>A specific piece of work has been commissioned, to develop the SCRMCA's procurement function and strategy will address the two outstanding actions. This is due to be completed by 30th June 2020.</p> <p>Client Update, July 2020:</p> <p>This piece of work is still on-going and new procurement documentation is currently being drafted</p>

# Status of Overdue Recommendations.

Audit area	Risk rating	Agreed management action	Responsible officer	Due Date	Status	Management comment
<b>Procurement (2018/19)</b>	<b>Medium</b>	A business entertainment and foreign travel policy should be drafted and approved, to confirm the type and level of expenditure that is acceptable to the SCRMCAs when attending meetings and other commercial (business) related events. The policy should be published on the Intranet Site.	Mike Thomas Senior Finance Manager	31/03/2020  Revised – 30/06/2020	<b>In Progress</b>	Client Update, January 2020: A specific piece of work has been commissioned, to develop the SCRMCAs's procurement function and strategy will address the two outstanding actions. This is due to be completed by 30th June 2020.
<b>GDPR (2019/20)</b>	<b>Low</b>	Review the way in which the Information Security Classifications are being used across both organisations to support GDPR/DPA2018 compliance to ensure that they are being used consistently, in line with Cabinet Office guidance on Government Security Classifications, both from a classification and protection of data perspective.	Stephen Batey Head of Governance and Compliance	31/03/2020	<b>Revised Due Date to be Agreed</b>	Client Update, June 2020: The action has exceeded its implementation date. This is due to disruption to business activities caused by the Covid-19 lockdown. Timeframes will be revised.
<b>GDPR (2019/20)</b>	<b>Low</b>	The public facing websites will be updated and a new IT Policy will be implemented in April 2020.	Christine Marriott, Scrutiny Officer	01/04/2020	<b>Revised Due Date to be Agreed</b>	Client Update, June 2020: The action has exceeded its implementation date. This is due to disruption to business activities caused by the Covid-19 lockdown. Timeframes will be revised.

# Status of Overdue Recommendations.

Audit area	Risk rating	Agreed management action	Responsible officer	Due Date	Status	Management comment
<b>Risk Management (2019/20)</b>	<b>Low</b>	The Authority to ensure that the 2020 review and refresh of the Risk Management policy reflects the current structure of the Authority, in particular including roles and responsibilities related to risk management of the Thematic Boards.	Claire James Senior Governance and Compliance Officer	30/06/2020	<b>Revised Due Date to be Agreed</b>	Client Update, July 2020: Due to the disruption to activities caused by the pandemic this piece of work has not progressed as anticipated and therefore the original deadline for this action has not been met. New deadline to be agreed.
<b>Risk Management (2019/20)</b>	<b>Low</b>	The Authority to define its level of scrutiny and oversight, supported by a clear escalation and de-escalation processes.	Claire James Senior Governance and Compliance Officer	30/06/2020	<b>Revised Due Date to be Agreed</b>	Client Update, July 2020: Due to the disruption to activities caused by the pandemic this piece of work has not progressed as anticipated and therefore the original deadline for this action has not been met. New deadline to be agreed.



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