



Audit Committee



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Report for:	Audit Committee
Title of report:	Summary Internal Controls Assurance (SICA) report
Date:	27 th November 2024
Report on behalf of:	Councillor William Allen, Portfolio Holder for Corporate and Commercial Services
Part:	I
If Part II, reason:	N/A
Appendices:	Appendix A- SICA Report Appendix B- Capital Programme Appendix C- Community Engagement Appendix D- Key Financial Controls Appendix E Fleet Management Strategy Appendix F Business Continuity
Background papers:	None
Glossary of acronyms and any other abbreviations used in this report:	SICA- Statement of Internal Controls Assurance. A regular report produced by the Council's internal auditors outlining progress against the Council's approved annual audit programme of work.

Report Author / Responsible Officer

Fiona Jump, Head of Financial Services



Fiona.jump@dacorum.gov.uk / 01442 228162 (ext. 2162)

Corporate Priorities	Service improvement and delivery: Running the Council efficiently and putting residents at the heart of everything we do
Wards affected	All
Purpose of the report:	1. To provide committee with a progress update against the annual internal audit plan (Appendix A).

Recommendation to the decision maker:	<ol style="list-style-type: none"> 1. Note the final internal audit reports issued for following Council activities: <ul style="list-style-type: none"> • Capital Programme- Substantial Assurance • Community Engagement- Reasonable Assurance • Key Financial Controls- Substantial Assurance • Fleet Management Strategy- Reasonable Assurance • Business Continuity- Reasonable Assurance 2. Note the content of the SICA and progress against the annual internal audit plan.
Period for post policy/project review:	An update on progress against the approved Internal Audit programme is brought to committee on a regular basis.

1 Background

Attached at Appendix A is the latest SICA report. The SICA report provides Audit Committee with an update on governance, risk and internal control arrangements for the Council. The report will be presented at Audit Committee by the Council's internal auditors, TIAA. Officers for the service covered by the internal audit report issued since the last SICA was presented to Audit Committee will also be present to answer queries from Members.

2 Internal audits completed since the last SICA

The following audits have been completed since the last SICA was presented to Audit Committee in September 2024:

- Capital Programme- Substantial Assurance
- Community Engagement- Reasonable Assurance
- Key Financial Controls- Substantial Assurance
- Fleet Management Strategy- Reasonable Assurance
- Business Continuity- Reasonable Assurance

The summary report and associated recommendations for the above audit is included in Appendix A.

TIAA use four levels of assurance assessment when undertaking internal audit review:

Substantial Assurance	There is a robust system of internal controls operating effectively to ensure that risks are managed and process objectives achieved.
Reasonable Assurance	The system of internal controls is generally adequate and operating effectively but some improvements are required to ensure that risks are managed and process objectives achieved.
Limited Assurance	The system of internal controls is generally inadequate or not operating effectively and significant improvements are required to ensure that risks are managed and process objectives achieved.

No Assurance

There is a fundamental breakdown or absence of core internal controls requiring immediate action.

Internal audit recommendations are rated from 1, 2 or 3, with 1 being urgently required for implementation. No priority 1 recommendations have been made in respect of the audit review above.

3 Financial and value for money implications:

A robust programme of internal audit activity supports the delivery of value for money by the Council.

4 Legal Implications

The Council is required by law to make arrangements to undertake effective internal audit of its activities.

5 Risk implications:

The Council's internal audit programme is compiled on a risk- led basis.

6 Equalities, Community Impact and Human Rights

None arising directly from the report.

7 Sustainability implications (including climate change, health and wellbeing, community safety)

None arising directly from the report.

8 Council infrastructure (including Health and Safety, HR/OD, assets and other resources)

None arising directly from the report.

9 Conclusion

The SICA presented at Appendix A provides details of all internal audits completed since the September 2024 Audit Committee meeting.

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