

Meeting	Audit, Risk and Assurance Committee
Date	16 July 2020
Location	Video- conference
Title of Paper	Internal Audit Progress Report
Presented By	Gary Devlin, Partner, Scott-Moncrieff
Recommendation to Members	Members are requested to discuss the report.
Appendix Attached	Internal Audit Progress Report

PURPOSE

This paper presents our progress report against the Annual Internal Audit Plan.

The paper is presented in line with the Internal Audit contract with Scottish Police Authority.

The paper is submitted for discussion.

1. BACKGROUND

- 1.1 The Progress Report provides the Audit Committee with a summary of internal audit activity since its last meeting and confirms the reviews planned for the coming quarter, identifying any changes to the original annual plan.

2. FURTHER DETAIL ON THE REPORT TOPIC

- 2.1 In the latest period to July 2020 we have completed the following audits, final reports of which are included under separate agenda items:
- Non-Pay Expenditure
 - Demand and Productivity
 - Annual internal audit report 2019/20
 - Cyber Security
 - Data protection and retention
 - Q1 Follow up
- 2.2 We have also commenced fieldwork for our review of Staff Wellbeing.
- 2.3 In addition, we have begun scoping the audits of Corporate Governance, Performance Management and Benefits Realisation. We have appended the draft assignment plans for the latter two reviews to this report, to enable the ARAC to review, comment and approve.
- 2.4 We drafted the assignment plan for the Corporate Governance audit (which was originally scheduled to be presented at the September ARAC meeting) and agreed this with the audit sponsor, key contacts and SPA however the audit was subsequently deferred by the ARAC and a revised scope and timetable for this audit are still to be agreed.

3 FINANCIAL IMPLICATIONS

- 3.1 There are no financial implications arising as a direct result of this report.

4 PERSONNEL IMPLICATIONS

4.1 There are no personnel implications associated with this report.

5 LEGAL IMPLICATIONS

5.1 There are no legal implications associated with this report.

6 REPUTATIONAL IMPLICATIONS

6.1 There are no reputational implications arising from with report.

7 SOCIAL IMPLICATIONS

7.1 There are no social implications directly associated with this report

8 COMMUNITY IMPACT

8.1 There are no community impact implications directly associated with this report.

9 EQUALITIES IMPLICATIONS

9.1 There are no equalities implications directly associated with this report.

10 ENVIRONMENT IMPLICATIONS

10.1 There are no environmental implications associated with this report.

RECOMMENDATIONS

Members are requested to discuss the report.



Scott-Moncrieff
business advisers and accountants

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Scottish Police Authority

Internal Audit Report Progress Report

July 2020

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Scottish Police Authority

Internal Audit Report

Progress Report

Summary of Progress	1
Appendix 1 – Progress against 2020/21 internal audit plan	3
Appendix 2 – Progress against KPIs	5

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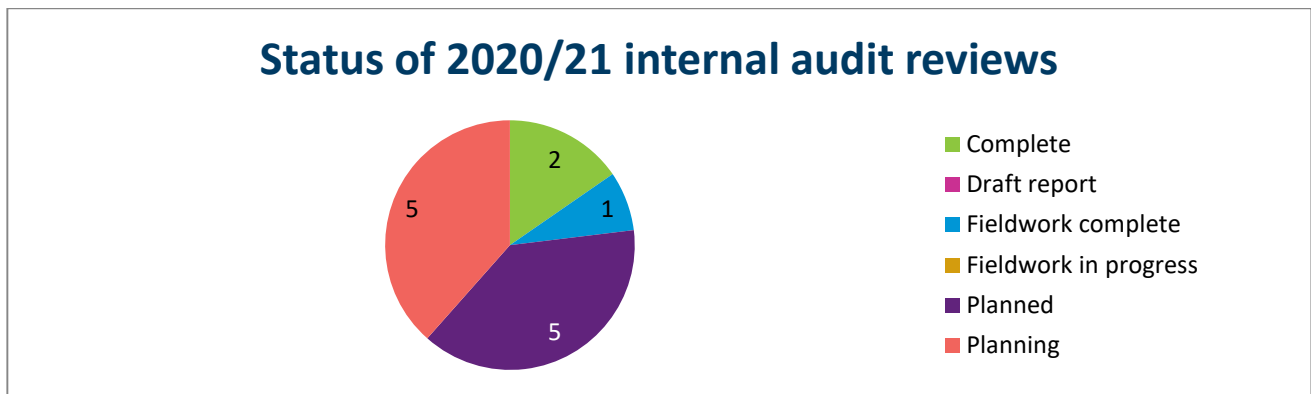
Summary of Progress

This paper provides the Audit, Risk and Assurance Committee with a summary of internal audit activity since its last meeting and confirms the reviews planned for the coming quarter, identifying any changes to the original annual plan.

Progress against annual audit plan

In the latest period to July 2020 we have completed the following audits, final reports of which are included under separate agenda items:

- Non-Pay Expenditure
- Demand and Productivity
- Cyber Security
- Annual internal audit report 2019/20
- Data protection and retention
- Q1 Follow up



We have undertaken the fieldwork for our review of Staff Wellbeing. In addition, we have begun scoping the audits of Corporate Governance, Performance Management and Benefits Realisation and for the latter two reviews, have circulated assignment plans for approval. We drafted an assignment plan for the Corporate Governance audit (which was originally scheduled to be presented at the September ARAC meeting) and agreed this with the audit sponsor, key contacts and SPA however the audit was subsequently deferred by the ARAC and a revised scope and timetable for this audit are still to be agreed.

Plan for next quarter

We are planning to present the following reports to the September 2020 Audit, Risk and Assurance Committee:

- Staff wellbeing
- Q2 Follow up

Action for Audit, Risk and Assurance Committee

The Audit, Risk and Assurance Committee is asked to note the contents of this report and to approve the assignment plans for the next quarter.

We also invite any comments on the format or content of this report. Contact details are as follows:

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Appendix 1 – Progress against 2020/21 internal audit plan

Ref and Name of report	Audit Sponsor	Status	Quarter	Planned Audit C'ttee	Actual Audit C'ttee
A.1 Core financial systems	James Gray, Chief Financial Officer	Planning	Q3	Jan 21	
A.3 Benefits realisation and efficiency targets	Andrew Hendry, Chief Digital Information Officer	Planned	Q2	Jan 21	
A.5 Payroll	James Gray, Chief Financial Officer	Planning	Q4	May 21	
A.6 Non-Pay expenditure follow up	James Gray, Chief Financial Officer	Planning	Q4	May 21	
B.5 Staff wellbeing	Jude Helliker, Director of People and Development	Fieldwork complete	Q1	Sept 20	
C.1 Performance management	Tom McMahon, Director of Business Integration	Planned	Q3	May 21	
C.4 Corporate governance	Alan Speirs, ACC Professionalism and Assurance	Planning ¹	TBA	TBA	
C.7 Forensics case management	Tom Nelson, Director of Forensic Services	Planning	Q3	May 21	
G.2 Data protection and retention	Lynn Brown, Interim Chief Executive Alan Speirs, ACC Professionalism and Assurance	Complete	Q1	Jul 20	Jul 20
G.4 Follow up Q1	N/A	Complete	Q1	Jul 20	Jul 20
G.4 Follow up Q2	N/A	Planned	Q2	Sept 20	
G.4 Follow up Q3	N/A	Planned	Q3	Jan 21	
G.4 Follow up Q4	N/A	Planned	Q4	May 21	
Annual internal audit report	N/A	N/A	Post Y/E	May 21	

¹ Originally planned for Sept 20 ARAC but postponed by ARAC. Revised dates TBA

Key:	
Complete	Audit work complete and report has been agreed and finalised
Draft Report	A draft report has been issued
Fieldwork complete	The audit work is complete but the draft report has not yet been issued.
Fieldwork in progress	The audit work is in progress.
Planned	The scope and timing have been agreed with management
Planning	The scope of the audit has yet to be agreed with management

Appendix 2 – Progress against KPIs

KPI description	Status	Comments
1. The Annual and Strategic Internal Audit plans are presented to and approved by the Audit Committee prior to the start of the audit year.	GREEN	The 2020/21 Internal Audit Plan was approved by the SPA Board at the March 2020 meeting.
2. 90% of audit input is provided by the core team and continuity of staff is maintained year on year.	GREEN	
3. Draft reports are issued within 15 working days of completing fieldwork.	GREEN	We have issued one 20/21 report which was 9 working days after completion of fieldwork.
4. Management responses are received within 15 working days and final report issued within 10 working days.	GREEN	Management responses were received 12 working days after completion of fieldwork.
5. At least 90% of the audit recommendations we make are agreed with and accepted by management.	GREEN	All recommendations accepted to date
6. At least 75% of Audit Committee meetings are attended by an Internal Audit Partner.	GREEN	
7. The annual internal audit plan is fully delivered within agreed cost and time parameters.	GREEN	All changes to the plan have been agreed with the Audit, Risk and Assurance Committee.
8. The annual internal audit report and opinion is presented to and approved by the Audit Committee at the first meeting after the year-end each year.	GREEN	The Annual Report will be presented to the July ARAC meeting.
9. All internal audit outputs are finalised and submitted to the Committee Secretary at least 10 working days before the Audit Committee meeting to allow time for senior management review.	GREEN	All papers submitted in line with agreed timescales.
10. Members of senior management and the Audit Committee are invited to participate in the firm's client satisfaction survey arrangements.	N/A	Not yet due

Key

RED	More than 15% away from target
AMBER	Within 15% of target
GREEN	Achieved

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