

Directorate of Audit, Risk and Assurance Final Reports Issued 4th Quarter 2009/10

Systems Audits

Audit Title	Report Dates	Overall Opinion	Areas of Effective Control	Controls for Improvement	Recommendations and Progress
Firearms Licensing	Draft: October 2009 Final: November 2009	Framework of control for firearms licensing is adequate but a number of controls are not operating effectively.	<ul style="list-style-type: none"> • Approved policy and Standard Operating Procedure. • Firearms licences and permits are issued and revoked in accordance with the relevant statute and criteria. • Charges are levied in accordance with statute and the MPS policy and controls over collection of income are adequate. • Provision of advice to licence holders and applicants. • Provision of management information. 	<ul style="list-style-type: none"> • Provision of a strategic business plan, business continuity plan and risk register for Firearms Enquiry Teams. • Recording supervisory checks performed locally. • Separate summary of details of complex cases to facilitate monitoring of standards. • Delegated levels of authority. • Reconciliation of income collected to accounting system. • Improvements needed over access to the armouries, the security of controlled stationery used for issuing licenses and data storage. 	All 23 medium risk recommendations were accepted, and are due to be implemented by March 2011.
Forensic Medical Examiner Payments	Draft: October 2009 Final: December 2009	Adequate controls are not in place to meet all the system objectives, and controls are not being consistently applied.	<ul style="list-style-type: none"> • Policy and Standard Operating Procedure in place. • Authorisation of claims and payments. • The payments system has been subject to recent fundamental changes and the FHS are developing and adapting to new working practices. 	<ul style="list-style-type: none"> • Policy and SOP need to be updated. • Countersigning FME contracts and formalising contracts with the agencies providing FME cover. • Monitoring and review of FME expenditure. • Budget setting and monitoring. • Validating process for rota and timeliness of payments. • Management information and review of FME performance. 	All 16 medium risk recommendations were accepted, one of which had been implemented. The remainder are due to be implemented by April 2010.

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Covert Finance Support	Draft: November 2009 Final: January 2010	The overall control framework is adequate but a number of controls are not operating effectively or consistently.	Covert report		Of the 21 recommendations made, 15 have been fully implemented, two partially and four remain outstanding. The high risk recommendation is due to be completed by the end of March 2010.
Use of Mobile Resources	Draft: November 2009 Final: February 2010	Adequate controls are not in place to meet all the system objectives and controls are not being consistently applied.	<ul style="list-style-type: none"> • Adequate policies in place covering security and procurement of mobile resources. • Many of the recommendations will be addressed by the systems recently introduced to support the modernisation of finance and resource functions and the control environment should improve as a result. 	<ul style="list-style-type: none"> • Policies, procedures and objectives covering the allocation, use and disposal of mobile resources need to be developed further. • Allocation, use and security of mobile resources. • Budget setting and management. • Management information has not been clearly defined, is inadequate and out of date. 	Twenty-seven of the 28 medium risk recommendations were accepted and 23 were implemented by date of issue of final report. The remaining four recommendations are due to be completed by April 2010.
Review of Management of ASBOs	Draft: January 2010 Final: March 2010	Adequate controls are not in place to meet all the system objectives for the	<ul style="list-style-type: none"> • Applications for ASBOs were in accordance with legislation and supported by adequate evidence. 	<ul style="list-style-type: none"> • Updating operating procedures and standardised recording of ASBO information. • Overview of the implementation of recommendations assigned to the MPS under the London Anti-Social Behaviour Strategy for 2005-2008. • Overseeing performance on ASBOs 	All 14 medium risk recommendations have been accepted and are due to be completed by January 2011.

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		management of ASBOs and controls are not being consistently applied.		<p>to ensure consistency across the MPS.</p> <ul style="list-style-type: none"> Monitoring and enforcement of ASBOs. Independent checking of records of ASBOs and regular reconciliation between MPS records and PNC. 	
Review of SO15 Counter Terrorism Command	Draft: April 2009 Final: March 2010	Control framework for the key business support systems was adequate but a number of controls were not operating effectively.	<ul style="list-style-type: none"> Expenditure on Barclaycard statements is properly reconciled and monitored. Regular monthly reviews of the overall budgetary position are performed. Physical security of cash and crime property. Recording inventory items. Adequate records to support budgetary submissions/forecasts. 	<ul style="list-style-type: none"> Inconsistent approach to the use of local and corporate documented guidelines and procedures. Segregation of duties Authorisation processes Reconciliation procedures for expenditure. Regular, evidenced supervision and review within the financial processes Completion of police and police staff overtime, crime property records and assets/inventory registers. Review of housing/rent allowance records. 	<p>Of the 16 medium risk recommendations accepted, 5 have been fully implemented.</p> <p>The remainder will be implemented by August 2010.</p>

Follow Up Audits

Audit Title	Report Dates	Overall Opinion	Areas of Improved Control	Continuing Areas for Improvement	Recommendations and Progress
SCD 26 Operational Information Services	Draft: March 2009 Final: December	Some improvement in the control framework but some	<ul style="list-style-type: none"> Processing of police staff expenses. Processing of allowances and local purchases. 	<ul style="list-style-type: none"> Independent reconciliation of cash records, budget information and expense claims. 	Of the twenty-three recommendations made, nine have been fully implemented, eight partly and six remain

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	2009	areas require further improvement.	<ul style="list-style-type: none"> Monthly meetings between HR, Finance and Heads of Section. 	<ul style="list-style-type: none"> Authorised officers signatory list for police overtime claims. Written instructions detailing procedures for maintaining assets and inventories. Record of independent reviews of the recruitment process. 	<p>outstanding.</p> <p>Action is in place to implement the outstanding recommendations.</p>
SO17 Palace of Westminster	Draft: April 2009 Final: December 2009	Overall control framework has improved, but some areas require further improvement.	<ul style="list-style-type: none"> Budgetary control processes have been reviewed and further budget lines have been devolved. Authorisation and reconciliation processes, management review and the monitoring of expenditure. Risk management process The systems for processing Police officer overtime payments. Police staff overtime processes. 	<ul style="list-style-type: none"> Budgetary control - scope for further improvement but this can only be achieved within an appropriate corporate framework. Police officer/staff overtime - corporate solutions are required before the local systems can become efficient and effective. Housing allowance processes have not improved but this will be reviewed under the Transforming HR Programme. <p>New Issues/Recommendations: Formal contract amendments to be produced to support all changes in service provision.</p>	<p>Of the 16 recommendations made, seven have been fully implemented, seven partly and two remain outstanding.</p> <p>One of the partly implemented recommendations is in the high risk category.</p>
Camden BOCU	Draft: November 2009 Final: January 2010	Control framework has improved, but some areas require further improvement.	<ul style="list-style-type: none"> Completion, authorisation, supervision, timeliness and record keeping aspects of police overtime. Use of government procurement card is well managed. 	<ul style="list-style-type: none"> Management of partnerships Police officer and staff expenses, and police staff overtime process. Crime Property guidance has not been finalised and there remains a lack of supervisor checks over crime property. 	Of the 44 agreed recommendations, 25 have been fully implemented, two partially, 16 remained outstanding and one is no longer applicable.

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					The outstanding recommendations will be implemented by April 2010.
Kensington and Chelsea BOCU	Draft: October 2009 Final: January 2010	Overall control framework has improved but further improvement is needed before system objectives are achieved.	<ul style="list-style-type: none"> • Budgetary control. • Roles and responsibilities documented within local guidance. • Authorised signatory lists introduced. • Recording and monitoring of police overtime. • Documented supervisory checks recorded within the cash book. • Crime property systems improved and local instructions produced. • Independent spot checks introduced. • Partnership protocol produced and information concerning initiatives in place. 	<ul style="list-style-type: none"> • Roles and responsibilities not defined for local accounts. • Separation of duties around recording and handling of cash transactions. • Completion of custody book 105 and Forms 66 to standard. • Partnership SLAs and contracts are being managed by local Authorities and not subject to review by MPS Legal Services. <p>New Issues/Recommendations: One further medium risk recommendation has been made in relation to assets and inventories.</p>	<p>Of the 36 medium risk recommendations made, 21 have been fully implemented, nine partly and six remain outstanding.</p> <p>Action is in place to implement the outstanding recommendations by April 2010.</p>
Police Specialised Training – Crime Academy	Draft: November 2009 Final: January 2010	Significant improvement.	<ul style="list-style-type: none"> • Monitoring of course evaluations and feedback. • Enhanced IT following completion of IT replacement programme. • Improved payment verification process. 	<ul style="list-style-type: none"> • Compliance with procurement procedures. • Checks on cross charges. • Independent checks of credit card transactions. 	<p>Of the 11 medium risk recommendations, five have been fully implemented, two partially and four remain outstanding.</p> <p>The outstanding recommendations are due to be completed by April 2010.</p>

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Strategic and Budgetary Planning and Performance	Draft: November 2009 Final: February 2010	Control framework has improved.	<ul style="list-style-type: none"> • The MPA Planning and Performance Unit conducted a public consultation through on line facilities, Safer Neighbourhood wards, news and papers etc. 	<ul style="list-style-type: none"> • Work is continuing on the integration of business and financial planning <p>New Issues/Recommendations: One further recommendation has been made.</p>	Of the two agreed medium risk recommendations, one has been fully implemented and the other partially.
Use and Control of Firearms	Draft: November 2009 Final: February 2010	Control framework has improved.	<ul style="list-style-type: none"> • Reviews and checks have been introduced to ensure compliance with MPS SOPs and H&S requirements. • Single Points of Contacts have been identified for Firearms Command. • Details of blue cards withdrawn are notified to the training centre and key logs in place. 	<ul style="list-style-type: none"> • Evidence of blue cards held/issued. • Recording warrant numbers on weapons log. • Notification of leavers requires improvement. 	Of the 10 agreed recommendations, seven have been fully implemented, one partially, one remains outstanding and one is no longer applicable.
Traffic Operational Command Unit	Draft: December 2009 Final: March 2010	Control framework has improved.	<ul style="list-style-type: none"> • Allocating budgetary responsibility to the budget holders • Reconciliation of income from Book 14 to paying slips • Physical security of staff • Monitoring of partnerships • Review of payments to police officers for housing allowance • Completion of duty states 	<ul style="list-style-type: none"> • Review of staff allowances. • Confirmation of expenditure from budget managers. 	Of the 42 agreed recommendations, 24 have been implemented fully, nine partially, five remain outstanding and four are no longer relevant or applicable. Action is in place to implement the outstanding recommendations by May 2010.