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**Report to Scrutiny Committee**

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**Date of Meeting: 02 December 2010**

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**Subject: Internal Audit Progress Report - Follow Up Recommendations  
to 30 September 2010**

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**Report by: Finance Manager**

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**1.0 Purpose**

- 1.1. This report provides the quarterly update on the progress of follow up recommendations by Officers from previous Internal Audit Reports.

**2.0 Recommendations**

- 2.1. The Committee is asked to note the report and progress made to 30 September 2010.

**3.0 Considerations**

- 3.1. Members will recall from the Scrutiny Committee on 21st October that the Annual Plan progress to 30 September was provided. Progress to the Quarter ended 31st December 2010 will be reported to Scrutiny Committee on 24th February 2011.
- 3.2. Within Action Plans from previous Internal Audit Reports, there were 103 recommendations which were due to be implemented by 30 September 2010, arising from 23 reports. The progress made by Officers on these recommendations is summarised in Appendix A.
- 3.3. Appendix A shows 64 recommendations fully implemented, 30 in progress and 9 not yet implemented. For those not yet implemented revised completion dates have been agreed.

**4.0 Sustainability Implications**

- 4.1. There are no sustainability implications.

**5.0 Resource Implications**

- 5.1. *Financial Details*

5.2. The full financial implications of the recommendations are set out in the report. This includes a reference to full life cycle costs where appropriate. Yes

5.3. Finance have been consulted and have agreed the financial implications as set out in the report. Yes

5.4. *Staffing*

## 6.0 Exempt Reports

6.1. Is this report exempt? Yes  (please detail the reasons for exemption below) No

## 7.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1) **Our Priorities 2008 - 2011** (Please double click on the check box )

The area has a positive image and attracts people and businesses	<input type="checkbox"/>
Our communities are more cohesive and inclusive	<input type="checkbox"/>
People are better skilled, trained and ready for learning and employment	<input type="checkbox"/>
Our communities are safer	<input type="checkbox"/>
Vulnerable people and families are supported	<input type="checkbox"/>
Substance misuse and its effects are reduced	<input type="checkbox"/>
Health is improving and health inequalities are reducing	<input type="checkbox"/>
The environment is protected and enhanced for all	<input type="checkbox"/>
The Council is effective, efficient and recognised for excellence	<input checked="" type="checkbox"/>

(2) **Council Policies** (Please detail)

Financial Regulations.

## 8.0 Equalities Impact

8.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?

Yes  No

## 9.0 Legality

9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes

## 10.0 Appendices

10.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

Appendix A - Progress of Follow Up of Internal Audit Reports

## 11.0 Background Papers


11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes  (please list the documents below) No

### Author(s)

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Susan Mackay	Finance Manager	452047

### Approved by

NAME	DESIGNATION	SIGNATURE
Nikki Bridle	Director Finance & Corporate Services	



Report Title	Priority				Number of Recommendations	Recommendations Implemented	Recommendations In Progress	Recommendation Outstanding	Priority	
	1	2	3	4					1 - 2	3 - 4
	Allocation of Council Housing	1	6	3					-	3
Budgeting Monitoring	-	2	-	-	1	-	1	1	-	
Capital Expenditure	1	6	-	-	7	-	-	-	-	
Client Monies	2	11	1	-	12	2	-	-	-	
Corporate Network and System Access Controls	-	1	2	-	3	-	-	-	-	
Council Tax	-	5	1	-	4	2	-	-	-	
Data Protection	-	1	3	-	4	-	-	-	-	
Fleet Management	-	-	1	-	1	-	-	-	-	
Funding External Organisations	1	2	-	-	-	-	3	3	-	
General Ledger	-	2	1	-	2	-	1	-	1	
Health and Safety Management	-	3	2	-	1	4	-	-	-	
Housing Procurement	1	2	-	-	-	-	3	3	-	
Information Security	1	1	-	-	2	-	-	-	-	
Management of MAPPA	-	2	2	-	4	-	-	-	-	
Management of PPP	-	1	-	-	1	-	-	-	-	
Payroll at Service Level	-	1	-	-	-	-	1	1	-	
Procurement - Education	-	10	-	-	8	2	-	-	-	
Purchase Cards	1	4	-	-	3	2	-	-	-	
Purchase Ledger	1	-	-	-	1	-	-	-	-	
Purchasing and Payments	1	9	1	-	3	8	-	-	-	
Roads Maintenance	-	4	-	-	4	-	-	-	-	
Street Lighting	1	-	-	-	-	1	-	-	-	
Waste Management	-	1	1	-	-	2	-	-	-	
<b>TOTAL</b>	<b>11</b>	<b>74</b>	<b>18</b>	<b>-</b>	<b>103</b>	<b>30</b>	<b>9</b>	<b>8</b>	<b>1</b>	

