

# Angus Council Internal Audit



## Update Report

Scrutiny & Audit Committee

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## Introduction

This report presents the progress of internal audit activity within the Council up to end August 2015 and provides:

- an update on progress with the 2015/16 Internal Audit Plan;

# Audit Plan Progress Report

## 2015/16 Internal Audit Plan – Progress update

The table below provides Members with an update on progress with delivery of the 2015/16 Internal Audit Plan as at end August 2015. As part of the delivery of the 2015/16 Internal Audit Plan we have included a timetable which sets out key dates in the audit cycle for each individual audit, including when the audit is planned to commence and the target date for reporting to the Committee. This was first reported to Committee at the June 2015 meeting.

Members will recall that the timetable was re-profiled when reported to the August Scrutiny and Audit Committee due to a staffing vacancy arising during the summer. A new member of staff has been appointed on a fixed term basis and started in late August. The delivery of the audit plan remains on track.

Audits	Planned	In course (fieldwork + review)	Draft report	S&A committee date / (target in <i>italics</i> )
<b>Corporate Governance</b>				
Corporate Governance annual review and report – 2014-15				23 June 2015
Corporate Governance 2015-16 – Interim Review	Jan 2016			<i>Management Letter to CGOG</i>
Service Reviews	Apr 2016			<i>31 May 2016</i>
Self-Directed Support Implementation	Dec 2015			<i>8 Mar 2016</i>
Culture and Leisure Trust	Oct 2015			<i>26 Jan 2016</i>
Transforming Angus	Feb 2016			<i>31 May 2016</i>
Health & Social Care Integration	Jan 2016			<i>19 Apr 2016</i>
Housing Strategy – Compliance with Scottish Housing Quality Standard	Sep 2015			<i>24 Nov 2015</i>
Complaints Management	Nov 2015			<i>8 Mar 2016</i>
Information Governance – Data Security	Feb 2016			<i>31 May 2016</i>
Business Continuity Planning	Dec 2015			<i>8 Mar 2016</i>
<b>Financial Governance</b>				

<b>Audits</b>	<b>Planned</b>	<b>In course (fieldwork + review)</b>	<b>Draft report</b>	<b>S&amp;A committee date / (target in <i>italics</i>)</b>
Use of Tayside Contracts	<b>Nov 2015</b>			<b><i>8 Mar 2016</i></b>
Children & Young People (Scotland) Act - budgeting	<b>Jan 2016</b>			<b><i>19 Apr 2016</i></b>
Council Tax Reduction	<b>May 2015</b>			<b><i>25 Aug 2015</i></b>
Procurement	<b>Aug 2015</b>			<b><i>24 Nov 2015</i></b>
Salaries	<b>Mar 2016</b>			<b><i>31 May 2016</i></b>
Debtors and Debt recovery	<b>Apr 2016</b>			<b><i>31 May 2016</i></b>
Travel and Subsistence	<b>Oct 2015</b>			<b><i>26 Jan 2016</i></b>
Creditors Payments	<b>May 2015</b>			<b><i>25 Aug 2015</i></b>
<b>IT Governance</b>				
IT Security *	<b><i>Dec 2015</i></b>			<b><i>8 Mar 2016</i></b>
IT application strategy *	<b><i>Aug 2015</i></b>			<b><i>24 Nov 2015</i></b>
<b>Internal Controls</b>				
Community Asset Transfer process	<b>Sep 2015</b>			<b><i>26 Jan 2016</i></b>
Universal Credit preparedness	<b>Jan 2016</b>			<b><i>19 Apr 2016</i></b>
Agile working – mobile phones	<b>Jul 2015</b>			<b><i>24 Nov 2015</i></b>
Fuel Management	<b>May 2016</b>			<b><i>21 Jun 2016</i></b>
People Directorate – Payments to third parties	<b>Jul 2015</b>			<b><i>24 Nov 2015</i></b>
<b>Legislative and other compliance</b>				
Landfill Tax	<b>Mar 2016</b>			<b><i>31 May 2016</i></b>
LEADER	<b>Nov 2015</b>			<b><i>8 Mar 2016</i></b>
European Maritime Fisheries Fund	<b>Mar 2016</b>			<b><i>31 May 2016</i></b>
Carbon Reduction	<b>Dec 2015</b>			<b><i>8 Mar 2016</i></b>

\* These audits are to be completed by Scott-Moncrieff, as part of the contract.

## **Transforming Angus Programme Boards**

Staff continue to attend meetings of the Culture & Leisure Trust, Agile Working and Angus Digital boards and are being provided with copies of all relevant papers relating to these.

Since April 2015, the total time input has been around 10 days.

## Summary Findings of Internal Audit Reports

There are no internal audit reports scheduled to be reported to this Scrutiny and Audit Committee meeting.

### Follow-up Audit

#### Transforming Angus Follow Up

The Scrutiny Panel identified that the vast majority of the recommendations (13 of 15) made in the Transforming Angus – Governance Audit report presented to members at the April Scrutiny and Audit Committee were due for completion by the 30<sup>th</sup> June 2015. Members requested that a follow up review be undertaken by Internal Audit to determine the progress made in addressing the recommendations.

An action plan update of the progress in completing these recommendations was provided by the Service Manager (Transforming Angus) to the Transforming Angus Board on the 2<sup>nd</sup> July 2015. At this meeting the Transforming Angus Board agreed a number of revised completion dates to the actions arising from the recommendations. Eight of the 12 recommendation completion dates were extended to 31<sup>st</sup> August 2015.

#### Conclusion

The findings from the follow-up audit are summarised below.

From report 14-24		From follow-up work performed			
Recommendation Grades	Number	Completed	Work in Progress / Partially Completed	In Progress / Due Date not yet reached	Due Date not yet reached
Level 1	6	1	5	-	-
Level 2	9	3	4	1	1
<b>Total</b>	<b>15</b>	<b>4</b>	<b>9</b>	<b>1</b>	<b>1</b>

There has been significant progress in completing the actions which were agreed during the original audit, but there is still some work on-going to fully discharge the action plan. For some recommendations, initial work has been completed, but further work is on-going which enhances and strengthens the governance arrangements of the programme.

The Service Manager (Transforming Angus) has, in some instances identified multiple actions to discharge the recommendations. The summary to the TA Board showed that some of those multiple actions were complete and others were in progress.

All of the actions marked as work in progress / partially completed have extended completion dates to 31<sup>st</sup> August 2015 from their original completion dates in June 2015. At the time the follow up review was undertaken, the actions in progress were on track to meet the revised deadline.