

Implementation of Internal Audit Recommendations: Summary of Progress
Report by Head of Finance

Summary:	This report updates members on progress in implementing Internal Audit recommendations arising out of audits carried out since 2008/09.
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Recommendation:	That the report be noted.
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1 Introduction

- 1.1 It has been agreed that this Committee will receive a regular update of progress made in implementing Internal Audit report recommendations, focusing on outstanding recommendations and including timescales for completion of any outstanding work.
- 1.2 This report summarises the current position regarding recommendations arising out of internal audit reports which have been produced since 2008/09. It sets out in the appendix details of:
 - recommendations not yet implemented;
 - recommendations not implemented at the time of the last meeting which have since been implemented: and
 - new recommendations since the last meeting.

2 Summary of Progress

- 2.1 Since the last meeting of this Committee in February, progress has been made on delivering the three existing recommendations which were outstanding and the details of this are set out in the appendix. At the time of the annual Key Controls audit in February 2013, actions in response to the one Low priority recommendation were agreed as completed. Subsequently actions for one of the Medium priority recommendations have been implemented, leaving one Medium priority recommendation remaining. This is in progress and is anticipated to be completed by 31 December 2013.

3 Internal Audit Programme 2012/13 and 2013/14

- 3.1 Two audits have been completed since the last meeting of this Committee.

3.2 Key Controls (2012/13)

3.2.1 The annual Key Controls audit for 2012/13 was completed in February. This resulted in an “adequate” audit opinion with one Medium priority recommendation being raised which has subsequently been implemented.

3.3 Corporate Governance and Risk Management (2013/14)

3.3.1 The Corporate Governance and Risk Management audit for 2013/14 was completed in May, achieving a “good” audit opinion with one Low priority recommendation being raised. The recommendation has since been completed.

3.3.2 Details of both new recommendations and the Authority’s completed responses are set out in the appendix.

Background papers: None

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Date of report: 11 June 2013

Broads Plan Objectives: None

Appendices: APPENDIX 1 – Summary of Actions / Responses to
Internal Audit Recommendations 2008/09 – 2013/14

**Summary of Actions / Responses to Internal Audit Recommendations
2008/09 – 2013/14**

Toll Income: January 2009

Recommendations	Priority Rating	Responsible Officer(s)	BA Response/Action	Timetable
1. Policies and Procedures Management should compile written procedures for all aspects of toll income, e.g. identification, receipt, banking and the collection of unpaid tolls, including timescales for taking action.	M	Head of ICT and Collector of Tolls	Partially completed at the time of the Key Controls audit with a revised deadline agreed, this action has since been implemented. A tolls handbook containing policies, procedures and byelaw information was compiled at the end of 2012 and reviewed by the Head of ICT and Collector of Tolls in early 2013. A review of Tolls Management System procedures is planned following the completion of the second tolls season (2013).	By 30/11/10 Revised Target Date: 31/03/13

IT Governance and Strategy: October 2010

Recommendations	Priority Rating	Responsible Officer(s)	BA Response/Action	Timetable
2. Job Descriptions require review Management should ensure that the minor changes that certain job descriptions require are implemented as soon as possible.	L	Head of ICT and Collector of Tolls	Completed. Up to date job descriptions are in place for the new structure and the IT Support Officer job description has been reviewed.	By 31/3/11 Revised Target Date: 31/12/12

Planning: October 2011

Recommendations	Priority Rating	Responsible Officer(s)	BA Response/Action	Timetable
1. Policies and Procedures All planning policies and work instructions should be reviewed and updated to take account of current working practices, responsibilities and the functionality enabled by the CAPS planning system. Documents should be subject to periodic review.	M	Head of Development Management	Partially completed. A review of all policies and working practices is ongoing, and will be documented, however recent and ongoing changes to legislation have led to a delay in production and these are now being incorporated.	By 31/03/12 Revised Target Date: 31/03/13

Key Controls: February 2013

Recommendations	Priority Rating	Responsible Officer(s)	BA Response/Action	Timetable
<p>1. Authorisation of Purchase Orders Purchase ledger staff should be reminded to perform a check of all purchase orders received to the authorised signatory list to confirm that the officers signing off orders have authority to do so.</p> <p>Any orders not signed by an authorised signatory should be rejected.</p> <p>In addition, the Authority's signatory list should be brought up to date so the officer who was identified as having been incorrectly omitted from the list is included.</p>	M	Head of Finance	Completed. The authorised signatory list has been updated to rectify the highlighted error and a reminder has been issued to Purchase Ledger staff in respect of the need to systematically check purchase orders to the authorised signatory list.	By 28/02/13

Corporate Governance and Risk Management: May 2013

Recommendations	Priority Rating	Responsible Officer(s)	BA Response/Action	Timetable
<p>1. Updating of Governance Documents References to the Director of Change Management and Resources within the</p>	L	Head of Governance and Executive	Completed. The Code of Corporate Governance is reviewed annually in May to	By 14/06/13

Recommendations	Priority Rating	Responsible Officer(s)	BA Response/Action	Timetable
<p>Authority's Code of Corporate Governance should be removed and updated with appropriate officers to reflect the new working arrangements as a result of the changes to the directorate structure from 1 April 2013.</p>		<p>Assistant</p>	<p>allow the findings to contribute towards the Annual Governance Statement and Action Plan which is produced in early July.</p> <p>The references to the Director of Change Management and Resources had already been replaced in the draft May 2013 version to reflect the Head of Governance who now has responsibility for this programme of work. The Code of Corporate Governance was signed by the Chairman and Chief Executive, under delegated authority, in early June.</p>	