

**REPORT TO: AUDIT AND RISK MANAGEMENT SUB-COMMITTEE - 24 SEPTEMBER 2007**

**REPORT ON: INTERNAL AUDIT REPORTS – SUMMARY OF PROGRESS ON THE IMPLEMENTATION OF RECOMMENDATIONS**

**REPORT BY: CHIEF INTERNAL AUDITOR**

**REPORT NO: 494-2007**

## **1.0 PURPOSE OF REPORT**

To submit to Members of the Audit and Risk Management Sub-Committee an update on the progress in implementing internal audit recommendations previously reported to and agreed by Management.

## **2.0 RECOMMENDATIONS**

Members of the Sub-Committee are asked to note the information contained within this report.

## **3.0 FINANCIAL IMPLICATIONS**

None

## **4.0 MAIN TEXT**

- 4.1** The 2006 CIPFA Code of Practice for Internal Audit in Local Government in the United Kingdom states that “Management has responsibility for ensuring that agreed actions are implemented” and “internal audit should obtain assurances that actions have been implemented”. The Code also states that it is the responsibility of the Head of Internal Audit “to determine the need for and the form of follow-up action”.
- 4.2** The Internal Audit Annual Plan includes a specific allocation for follow-up work. Previously internal audit staff have undertaken such reviews and the remit has been to assess whether or not each of the recommendations arising from the original review agreed with Management, had been implemented within the given timescales. The outcomes of such reviews are formally reported to Management and subsequently the Executive Summaries are included as part of the standing item on Internal Audit Reports submitted to the Audit and Risk Management Sub-Committee.
- 4.3** In Report No. 320-2005, submitted to the Audit and Risk Management Sub-Committee on 16 May 2005 the External Auditor recommended that the “Council should establish a system to monitor progress on and implementation of agreed recommendations from audit reports and such progress should be reported to the Audit and Risk Management Sub-Committee”. For internal audit reports not previously subject to a specific follow-up review a system has been established to obtain formal assurances from Management to confirm that the agreed action has been taken to strengthen systems operating within Departments. Attached at appendix A is a schedule which details the progress reviews which have been undertaken by the Internal Audit Service and summarises the progress regarding the implementation of the recommendations.

## **5.0 POLICY IMPLICATIONS**

This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty and Equality Impact Assessment. There are no major issues.

## **6.0 CONSULTATION**

The Chief Executive and Head of Finance have been consulted on the content of this report.

**7.0 BACKGROUND PAPERS**

None

Sallie Dailly, Chief Internal Auditor

DATE: 13 September 2007

INTERNAL AUDIT REPORTS – SUMMARY OF PROGRESS ON THE IMPLEMENTATION OF RECOMMENDATIONS					
Report No.	Department	Subject	Number of Recommendations		Other Comments
			Due to be Implemented	Implemented	
2004/28	Education	Relocation from Rockwell High School to Morgan Academy	2	2	
2004/30	Personnel	Monthly Car Parking Tickets for Employees	1	0	Outstanding action relating to drafting of a policy will be taken forward as part of the Council's Green Travel Plan.
2004/35	Education	Devolved School Management	5	5	
2004/36	Support Services	Data Protection	4	3	Since the initial review the responsibility for data protection within the Support Services Department has been reallocated to the Legal Manager. He intends to implement the outstanding recommendation by the end of October 2007.
2004/37	Education	School Funds	8	8	
2004/41	Support Services	Electoral Registration	3	3	
2005/13	Dundee Contract Services	Repairs and Maintenance	2	2	
2005/14	Housing	Repairs and Maintenance	4	3	Outstanding action relates to a recharging policy being drafted. This is currently being progressed. Projected date for completion is the end of October 2007.
2005/15	Support Services	Cash Collection and Receipting – Floor 2 Tayside House	11	10	Outstanding action relates to installation of a cash receipting system. This is being progressed by the Information Technology Department and it is projected will be complete by the end of 2007.
2005/20	Dundee Contract Services	Ordering, Receipting and Creditor Payments	6	6	
2005/22	Education	St Ninian's Primary School	5	5	

INTERNAL AUDIT REPORTS – SUMMARY OF PROGRESS ON THE IMPLEMENTATION OF RECOMMENDATIONS (continued)					
Report No.	Department	Subject	Number of Recommendations		Other Comments
			Due to be Implemented	Implemented	
2005/24	Housing	Care and Repair Awards	7	5	Outstanding actions primarily relate to the compiling of a Contractors List and the computerised systems used for Care and Repair. Both of these are being progressed and scheduled for completion by the end of 2007.
2005/25	Finance	Outstanding Lodgments in the Sales Bank Account	1	1	
2005/28	Finance	Council Tax Discounts	4	3	Outstanding action relates to reviewing the current application form. This is being progressed and the master template is to be revised to incorporate such amendments.
2005/32	Environmental Health and Trading Standards	Ordering, Receipting and Creditor Payments	4	4	
2005/33	Corporate	Telecommunications – Mobile Phones	4	3	Outstanding action relates to the handset inventory and has not been implemented due to a shortage of staff resources. It is planned that this will be actioned once resources become available.
2006/03	Architectural Services	Partnering – Morgan Academy Reinstatement	4	4	
2006/10	Finance	Income Collection and Receipting (City Square)	5	5	
2006/11	Social Work	Oakland Centre	3	3	
2006/20	Waste Management	Income from Recycling Activities	5	5	
2006/33	Information Technology	Recruitment and Selection	2	2	
2006/34	Personnel	Recruitment and Selection	2	2	
2006/37	Finance	Council Tax Recoveries and Enforcement	2	2	