

EAST RENFREWSHIRE COUNCIL

AUDIT & SCRUTINY COMMITTEE

13 November 2014

Report by Chief Auditor

INTERNAL AUDIT PLAN PROGRESS REPORT 1/7/14 TO 30/9/14

**1 PURPOSE OF REPORT**

- 1.1 To inform members of progress on Internal Audit's annual plan for 2014/15.

**2 BACKGROUND**

- 2.1 The work performed by Internal Audit is based on a rolling 5-year strategic plan, which is revised annually to take into account changes in circumstances. This report is provided to allow members to monitor the activities of Internal Audit and to oversee actions taken by management in response to audit recommendations.

**3 AUDIT PLAN 2014/15 - PROGRESS REPORT 1/7/14 to 30/9/14**

- 3.1 A copy of the annual audit plan for 2014/15 is shown in appendix 1. A total of 13 audit reports relating to planned 2014/15 audit work have been issued in the quarter as shown in appendix 2. All audit responses received in the quarter have been satisfactory. In addition, the quarterly performance indicators for the section are shown in appendix 3.
- 3.2 In addition, it is proposed that the audit of the Heritage Lottery Fund is deferred to 2015/16 so that the audit can be carried out when the monies have been substantially spent. This is indicated in appendix 1 – note 1.

**4 RECOMMENDATION**

- 4.1 The Committee is asked to note Internal Audit's progress report for the quarter ended 30 September 2014 and to approve the deferral of the Heritage Lottery Fund audit.

Further information is available from Michelle Blair, Chief Auditor, telephone 0141 577 3067.

**EAST RENFREWSHIRE COUNCIL**  
**Internal Audit Section**  
**ANNUAL AUDIT PLAN FOR 2014/15 PROGRESS REPORT as at 30 September 2014**

Department	Title	Audit Number	Type of Audit	Days	Status
<u>CHCP</u>	CHCP area offices (rotate)	1	Reg	8	Complete
	<b>Kirkton service</b>	2	Reg	10	<b>Complete</b>
	Home care services	3	Sys	17	
<u>Chief Executives Office</u>	Creditor payments	4	Reg	10	
	Election expenses	5	Reg	10	
	<b>Prudential regime</b>	6	Sys	15	<b>Complete</b>
<u>Corporate &amp; Community</u>	<b>Application audit – council tax</b>	7	Comp	18	<b>Complete</b>
	Application audit – payroll	8	Comp	18	In progress
	Debtors control	9	Reg	10	
	Licensing income	10	Reg	12	Complete
	Risk management and corporate governance	11	Reg	15	Complete
	<b>Travelling and subsistence</b>	12	Reg	12	<b>Complete</b>
	Cash income and banking	13	Reg	22	
	<b>Complaints monitoring</b>	14	Sys	15	<b>Complete</b>
	Council tax – billing and collection	15	Sys	24	In progress
	Housing benefits/ universal credit	16	Sys	35	
	Human resources management	17	Sys	20	In progress
	Payroll	18	Sys	20	
<u>Education</u>	Outreach health and fitness	19	Reg	8	Complete
	Schools cluster 5	20	Reg	35	
	Eastwood park theatre	21	Sys	15	In progress
	Wraparound care and nursery provision	22	Sys	15	In progress
<u>Environment</u>	PATS contract	23	Cont	20	
	Grant certification (excl Leader)	24	Grant	30	
	Leader programme	25	Grant	10	In progress
	Health & Safety	26	Reg	15	In progress
	Heritage lottery fund	27	Reg	7	<b>Note 1</b>
	Highways maintenance	28	Reg	15	
	<b>Parks and other outdoor income</b>	29	Reg	8	<b>Complete</b>
	Year end stocktake	30	Reg	5	Complete
	Stores	31	Sys	20	
	<b>Trade refuse income and special uplifts</b>	32	Sys	12	<b>Complete</b>
<u>Housing</u>	Housing – voids garage allocations	33	Sys	14	In progress
<u>Other</u>	NFI	34	Fraud	5	
<u>Various</u>	Environmental controls – general	35	Comp	10	In progress
	<b>Internet controls</b>	36	Comp	9	<b>Complete</b>
	Contract – TBA	37	Cont	20	In progress
	Fraud contingency	38	Fraud	70	In progress
	Follow up	39	FU	50	In progress
	General contingency	40	Gen cont	30	In progress
	LG benchmarking framework	41	Pis	10	<b>Complete</b>
	Previous years audits	42	Sys	25	Complete
		<b>TOTAL</b>		<b>749</b>	

**Note 1 It is proposed that this audit is deferred to 2015/16**

Note - Audit reports issued in the quarter are shown in bold

**INTERNAL AUDIT (As at 30 September 2014)**  
**REPORTS AND MEMOS ISSUED 2014/15**

FILE REF	Audit No.	SUBJECT	Department	DATE AUDIT STARTED	DATE REPORT MEMO SENT	DATE REPLY DUE	DATE REPLY REC	COMMENTS
MB/869/FM	30	Year End Stocktake	Environment	29/03/14	11/06/14	n/a	n/a	No response required
MB/870/NS	1	CHCP Areas Offices – Lygates House	CHCP	01/04/2014	02/05/14	06/06/14	19/05/14	Satisfactory
MB/871/NS	19	Outreach Health and Fitness Programme	Education	03/04/2014	21/05/14	27/06/14	26/06/14	Satisfactory
			Corp &Comm				26/06/14	Satisfactory
			Accountancy				17/06/14	Satisfactory
MB/872/RM	11	Risk Management and Corporate Governance	Accountancy	15/04/2014	24/06/14	01/08/14	25/06/14	Satisfactory
			Corp & Comm				28/07/14	Satisfactory
			Environment				29/07/14	Satisfactory
			Chief Execs office				27/06/14	Satisfactory
MB/873/NS	10	Licensing Income	Corp & Comm	07/05/2014	12/06/14	18/07/14	03/07/14	Satisfactory
MB/874/NS	36	<b>Internet Controls</b>	Corp & Comm	12/05/2014	24/07/14	29/08/14	25/08/14	Satisfactory
MB/875/FM	39	<b>Education Follow Up</b>	Corp & Comm	08/05/2014	28/07/14	05/09/14	28/08/14	Satisfactory
			Education				19/09/14	Satisfactory
MB/876/EL	7	<b>Application Audit – Council Tax System</b>	Corp & Comm	09/05/2014	04/07/14	15/08/14	31/07/14	Satisfactory
MB/877/EL	39	Revenue Service Follow Up	Corp & Comm	11/05/2014	12/06/14	18/07/14	22/07/14	Satisfactory
			Accountancy				22/07/14	Satisfactory
			Environment				N/a	No response required
MB/878/RM	2	<b>Kirkton Centre</b>	CHCP	15/05/2014	10/07/14	29/08/14	13/08/14	Satisfactory
MB/879/FM	21	Eastwood Park Theatre	Education	03/06/2014				
MB/880/NS	39	Chief Execs Follow Up	Chief Execs Office	27/05/2014	26/06/14	01/08/14	01/08/14	Satisfactory
			Environment				29/07/14	Satisfactory
			Corp & Comm				24/07/14	Satisfactory
MB/881/RM	39	<b>CHCP Follow Up</b>	CHCP	28/05/2014	18/07/14	29/08/14	22/09/14	Satisfactory
MB/882/NS	12	<b>Travelling and Subsistence</b>	Corp & Comm	12/06/2014	8/8/14	12/09/14	10/09/14	Satisfactory
MB/883/EL	29	<b>Parks and Other Outdoor Income</b>	Environment	24/6/14	13/8/14	19/9/14	17/09/14	Satisfactory
MB/884/RM	6	<b>Prudential Regime</b>	Chief Execs Office	16/06/14	16/09/14	24/10/14	14/10/14	Satisfactory
MB/885/FM	32	<b>Trade refuse and special uplifts</b>	Environment	24/06/14	11/09/14	17/10/14	09/10/14	Satisfactory
			Corp & Comm				09/10/14	Satisfactory
MB/886/RM	41	<b>PI Housing Voids</b>	Environment	03/07/14	25/08/14	n/a	n/a	No response required
MB/887/RM	35	Environmental Controls – General	Various	11/07/14				
MB/888/RM	37	Contract – Monitoring of CHCP Contracts	CHCP	11/07/14	28/10/14	05/12/14		
MB/889/NS	26	Health and Safety	Environment	21/07/14	23/10/14	28/11/14		
			CHCP					
MB/890/NS	.31	Stores	Environment	28/10/14				
MB/891/NS	39	<b>Environment Follow Up</b>	Environment	28/07/14	04/09/14	10/10/14	10/10/14	Satisfactory
MB/892/NS	41	<b>PI – Waste recycling</b>	Environment	13/8/14	27/08/14	n/a	n/a	No response required
MB/893/NS	14	<b>Complaints Monitoring</b>	Corp & Comm	12/8/14	10/09/14	17/10/14	09/10/14	Satisfactory

Note - Audit reports issued in the quarter are shown in bold

**INTERNAL AUDIT (As at 30 September 2014)**  
**REPORTS AND MEMOS ISSUED 2014/15**

<b>FILE REF</b>	<b>Audit No.</b>	<b>SUBJECT</b>	<b>Department</b>	<b>DATE AUDIT STARTED</b>	<b>DATE REPORT MEMO SENT</b>	<b>DATE REPLY DUE</b>	<b>DATE REPLY REC</b>	<b>COMMENTS</b>
MB/894/EL	22	Wraparound Care & Nursery Provision	Education	12/8/14				
MB/895/FM	17	HR – Maximising Attendance	Corp & Comm	28/08/14				
MB/896/EL	33	Housing – Voids, Garage Allocations	Housing	01/09/14	9/10/14	14/11/14		
MB/897/NS	25	LEADER Programme	Environment	15/09/14	27/10/14	05/12/14		
MB/898/EL	15	Council Tax – billing and collection	Corp & Comm	22/09/14				
MB/899/RM	8	Application Audit Payroll	Corp & Comm	30/09/14				
MB/900/RM	39	Accountancy Follow up	Chief Execs Office	30/09/14				
MB/901/NS	4	Creditors payments	Chief Execs Office	06/10/14				
MB/902/MB	5	European Election	Chief Execs Office	07/10/14	23/10/14	n/a	n/a	No response required
MB/903/MB	40	Flexi system		18/08/14				

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**EAST RENFREWSHIRE COUNCIL**  
Internal Audit Section

**QUARTERLY PERFORMANCE INDICATORS**

<u>Internal Audit Indicators reported Quarterly</u>	Target (where applicable)	Quarter 2 Actual to 30/9/14	Quarter 2 Cumulative to 30/9/14
<b>2. Audit Coverage.</b>			
2.2 Actual direct audit days as a percentage of total days available	75%	80%	79%
2.3 Number of requests for assistance/queries raised by departments outwith planned audit work.	-	3	5
2.4 Percentage of planned contingency time used.  (Days available exclude public holidays, annual leave and sickness absence)	<50%	8%	10%
<b>5. Issue of Reports.</b>			
5.1 Number of audit reports issued per quarter.	-	13	20
5.2 Ave. time in weeks from start of fieldwork to issue of report. (Note 1)	12 weeks	8.1 weeks	7.6 weeks
5.3 Ave. time taken to issue report (working days). (Note 2)	10 working days	4.5 working days	4.2 working days

**Notes**

1. Average weeks calculated as working days divided by 5.
2. Working days excludes weekends, public holidays, annual leave and sickness absence.