

EAST RENFREWSHIRE COUNCIL  
AUDIT AND SCRUTINY COMMITTEE

21 AUGUST 2014

Report by Chief Auditor

INTERNAL AUDIT PLAN PROGRESS REPORT 1/4/14 TO 30/6/14

**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 1/4/14 to 30/6/14**

- 3.1 A copy of the annual audit plan for 2014/15 is shown in appendix 1. A total of 7 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.

**4 RECOMMENDATION**

- 4.1 The Committee is asked to note Internal Audit's progress report for the quarter ended 30 June 2014.

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 June 2014**

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

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

**INTERNAL AUDIT (As at 30 June 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	<b>Year End Stocktake</b>	Environment	29/03/14	11/06/14	n/a	n/a	No response required
MB/870/NS	1	<b>CHCP Areas Offices – Lygates House</b>	CHCP	01/04/2014	02/05/14	06/06/14	19/05/14	Satisfactory
MB/871/NS	19	<b>Outreach Health and Fitness Programme</b>	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	<b>Risk Management and Corporate Governance</b>	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	<b>Licensing Income</b>	Corp & Comm	07/05/2014	12/06/14	18/07/14	03/07/14	Satisfactory
MB/874/NS	36	Internet Controls	Various	12/05/2014	24/07/14	29/08/14		
MB/875/FM	39	Education Follow Up	Corp & Comm	08/05/2014	28/07/14	05/09/14		
			Education					
MB/876/EL	7	Application Audit – Council Tax System	Corp & Comm	09/05/2014	04/07/14	15/08/14	31/07/14	Satisfactory
MB/877/EL	39	<b>Revenue Service Follow Up</b>	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	Kirkton Service	CHCP	15/05/2014	10/07/14	29/08/14		
MB/879/FM	21	Eastwood Park Theatre	Education	03/06/2014				
MB/880/NS	39	<b>Chief Execs Follow Up</b>	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	CHCP Follow Up	CHCP	28/05/2014	18/07/14	29/08/14		
MB/882/NS	12	Travelling and Subsistence	Corp and Comm	12/06/2014				
MB/883/EL	29	Parks and Other Outdoor Income	Environment					
MB/884/RM	6	Prudential Regime	Chief Execs Office	24/06/14				

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**EAST RENFREWSHIRE COUNCIL**  
Internal Audit Section

**QUARTERLY PERFORMANCE INDICATORS**

<u>Internal Audit Indicators reported Quarterly</u>	Target (where applicable)	Quarter 1 Actual to 30/6/14
<b>2. Audit Coverage.</b>		
2.2 Actual direct audit days as a percentage of total days available	75%	77%
2.3 Number of requests for assistance/queries raised by departments outwith planned audit work.	-	2
2.4 Percentage of planned contingency time used.  (Days available exclude public holidays, annual leave and sickness absence)	<50%	2%
<b>5. Issue of Reports.</b>		
5.1 Number of audit reports issued per quarter.	-	7
5.2 Ave. time in weeks from start of fieldwork to issue of report. (Note 1)	12 weeks	6.6 weeks
5.3 Ave. time taken to issue report (working days). (Note 2)	10 working days	3.6 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.