

EAST RENFREWSHIRE COUNCIL

AUDIT AND SCRUTINY COMMITTEE

27 FEBRUARY 2014

Report by Chief Auditor

INTERNAL AUDIT PLAN PROGRESS REPORT 1/10/13 TO 31/12/13

1 PURPOSE OF REPORT

- 1.1 To inform members of progress on Internal Audit's annual plan for 2013/14.

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 2013/14 - PROGRESS REPORT 1/10/13 to 31/12/13

- 3.1 A copy of the annual audit plan for 2013/14 is shown in appendix 1. A total of 11 audit reports relating to planned 2013/14 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 to delete three audits, (Children in Care, Project Management Controls and Risk Management and Corporate Governance) from the 2013/14 plan and defer them to a future year. This is indicated in Appendix 1 – Note 1. The number of audit days available is less than originally planned due to the vacant post not being filled.

4 RECOMMENDATION

- 4.1 The Committee is asked to note Internal Audit's progress report for the quarter ended 31 December 2013.

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

EAST RENFREWSHIRE COUNCIL
Internal Audit Section
ANNUAL AUDIT PLAN FOR 2013/14 PROGRESS REPORT as at 31 December 2013

Department	Title	Audit Number	Type of Audit	Days	Status
<u>Finance</u>	Budgetary Control	1	Sys	20	In progress
	Corporate Debt Recovery	2	Sys	20	Complete
	Council Tax - Recovery and Enforcement	3	Sys	18	Complete
	Housing - Rent Accounting	4	Sys	20	In progress
	Housing Benefits/ Universal Credit	5	Sys	35	
	Insurance Arrangements	6	Sys	15	Complete
	Ordering & Certification	7	Sys	20	Complete
	Payroll - All payruns	8	Sys	20	In progress
	McLelland Procurement	9	Oth	6	
	NFI	10	Fraud	12	In progress
	Overtime	11	Reg	22	
	Creditor Payments	12	Reg	10	In progress
	Debtors Control	13	Reg	10	In progress
	Scottish Welfare Fund	14	Reg	15	
	VAT	15	Reg	12	Complete
<u>Computer Audit</u>	Application Controls - Efins/debtors	16	Comp	15	
	Application Controls - Icon Cash Receipting	17	Comp	15	In progress
	Data Protection Act	18	Comp	8	In progress
	Project Management Controls	19	Comp	8	Note 1
<u>Chief Executives</u>	Barrhead & Eastwood Payment Centres	20	Reg	16	
	Civic Gifts	21	Reg	4	Complete
	Community Facilities Income	22	Reg	10	Complete
	Risk Management & Corporate Governance	23	Reg	15	Note 1
	Members' Expenses	24	Sys	15	Complete
	Grants To Voluntary Bodies	25	Reg	15	Complete
<u>CHCP</u>	CHCP emergency payments (Sect 22)	26	Sys	8	
	Community Health Partnerships CG	27	Sys	15	Complete
	Children in Care	28	Sys	14	Note 1
	Social Work Area offices (rotate)	29	Reg	8	Complete
<u>Education</u>	Education Support (SEN, taxis etc.)	30	Sys	15	Complete
	Arts/Theatre etc. Income	31	Reg	12	Complete
	Leisure Centres	32	Reg	15	Complete
	Schools Cluster 4	33	Reg	35	
	Sports Coaching	34	Reg	10	Complete
<u>Environment</u>	Year end Stocktake	35	Reg	4	Complete
	Leader programme	36	Grant	10	Complete
	Asset Management	37	Sys	20	Complete
	Commercial rents (ind units/shops)	38	Sys	20	In progress
	Sustainability (incl procurement)	39	Oth	20	In progress
	Heritage Lottery Fund	40	Reg	6	In progress
	Vehicle Services	41	Reg	12	Complete
	Grant Certification (excl Leader)	42	Grant	28	Complete
<u>Housing Various</u>	Housing Allocations	43	Sys	20	In Progress
	Follow up	44	FU	50	In progress
	Fraud Contingency	45	Fraud	53	In progress
	General Contingency	46	Gen Cont	50	In progress
	PI s	47	Pis	20	Complete
	Previous year audits	48	Sys	20	Complete
	Contract	49	Cont	40	In progress
	Mobile phones	50	Reg	15	
		TOTAL			896

Note 1: It is proposed that this audit is deleted from the 2013/14 plan.

INTERNAL AUDIT REPORTS AND MEMOS ISSUED 2013/14

FILE REF	Audit No.	SUBJECT	Department	DATE AUDIT STARTED	DATE REPORT MEMO SENT	DATE REPLY DUE	DATE REPLY REC	COMMENTS
MB/818/EL	35	Year End Stocktake	Env	24/03/13	10/05/13	14/6/13	14/06/13	Satisfactory
MB/819/NS	22	Community Facilities Income	Chief Execs	03/04/13	03/06/13	05/07/13	27/06/13	Satisfactory
MB/820/NS	44	Education Follow Up	Education	03/04/13	29/04/13	31/05/13	30/05/13	Satisfactory
MB/821/FM	21	Civic Gifts	Chief Execs	04/04/13	23/04/13	31/05/13	29/04/13	Satisfactory
MB/822/FM	6	Insurance	Finance	13/05/13	19/08/13	20/09/13	17/9/13	Satisfactory
MB/823/FM	44	Chief Executives Follow Up	Chief Execs	16/04/13	04/11/13	06/12/13	02/12/13	Satisfactory
	Environment		06/12/13				Satisfactory	
MB/824/NS	29	CHCP Area Office – St Andrews House	CHCP	18/04/13	06/06/13	12/07/13	12/07/13	Satisfactory
MB/825/RM	41	Vehicle Services	Environment	25/04/13	23/07/13		23/08/13	21/08/13
MB/826/EL	2	Corporate Debt Recovery	Finance	08/05/13	07/08/13	13/09/13	17/9/13	Ext to 17/9/13 5 points not accepted Satisfactory
MB/827/EL	44	CHCP Follow up	CHCP	04/06/13	23/10/13	29/11/13	29/11/13	Satisfactory
MB/828/EL	44	ICT Audit Follow Up	Finance	09/05/13	28/06/13	02/08/13	02/08/13	Satisfactory
			Chief Execs				19/08/13	Satisfactory 1 point not Accepted
		ICT Debtors CAATS	Finance		08/08/13	13/09/13	30/8/13	Satisfactory 1 point not accepted
			Education				28/08/13	Satisfactory
		ICT Debtors Plus II	Education		28/06/13	02/08/13	06/08/13	Satisfactory
Chief Execs				01/08/13	Satisfactory			
MB/829/NS	24	Members' Expenses	Chief Execs	14/05/13	25/06/13	02/08/13	23/07/13	Satisfactory 1 point not accepted
			Finance				02/08/13	Satisfactory 1 point not accepted
MB/830/RM	27	CHCP Corporate Governance	CHCP	14/05/13	08/11/13	13/12/13	10/12/13	Satisfactory
MB/831/FM	15	VAT	Finance	11/06/13	17/09/13	18/10/13	14/10/13	Satisfactory
			Chief Execs				15/10/13	Satisfactory
MB/832/RM	37	Asset Management	Environment	17/06/13	5/9/13	11/10/13	25/9/13	Satisfactory
MB/833/NS	31	Arts/Theatre Income	Education	19/06/13	23/08/13	27/09/13 Ext to 17/10/13	17/10/13	Satisfactory
MB/834/NS	30	Education Support	Education	20/06/13	29/08/13	04/10/13	29/08/13	Satisfactory
MB/835/RM	49	Contract – EU Compliance	Environment	11/07/13	4/10/13	8/11/13	19/11/13	Satisfactory
			Legal Services				19/11/13	Satisfactory
MB/836/FM	47	PI – Creditors Payment of Invoices	Finance	29/07/13	4/9/13	11/10/13	14/10/13	Satisfactory
MB/837/NS	47	PI Homecare	CHCP	29/07/13	08/08/13	06/09/13	10/9/13	Satisfactory
MB/838/NS	7	Ordering & Certification	Finance	30/07/13	31/10/13	29/11/13	29/11/13	Satisfactory
			Legal				04/12/13	Satisfactory
MB/839/MB	42	SPT Grants	Environment	24/07/13	9/9/13 (F, G, H) 29/10/13 (E) 20/12/13 (I)	n/a	n/a	No reply required
MB/840/RM	25	Grants to Voluntary Organisations	Chief Execs	07/08/13	14/11/13	20/12/13	17/12/13	Satisfactory 2 points not accepted
MB/841/EL	17	Application Audit – ICON System	Finance	20/08/13				

INTERNAL AUDIT REPORTS AND MEMOS ISSUED 2013/14

FILE REF	Audit No.	SUBJECT	Department	DATE AUDIT STARTED	DATE REPORT MEMO SENT	DATE REPLY DUE	DATE REPLY REC	COMMENTS
MB/842/FM	18	Data Protection Act	Various	26/08/13				
MB/843/NS	36	LEADER Grant	Environment	27/08/13	24/10/13	n/a	n/a	No Reply Required
MB/844/EL	43	Housing Allocations	Environment	24/09/13				
MB/845/FM	3	Council Tax Recovery and Enforcement	Finance	05/09/13	24/10/13	29/11/13	25/11/13	Satisfactory
MB/846/RM	39	Sustainability	Environment	13/9/13				
MB/847/NS	32	Barrhead Sports Centre	Education Finance	19/9/13	09/12/13	24/01/14		
MB848/FM	38	Commercial Rents	Environment	17/10/13				
MB/849/MB	42	Supplementary SPT grants	Environment	16/10/13	29/10/13	n/a	n/a	No Reply Required
MB/850/RM	1	Budgetary Control	Finance	18/10/13				
MB/851/FM	40	Heritage Lottery Fund	Environment	29/10/13				
MB/852/RM	44	Accountancy Follow Up	Finance	28/10/13				
MB/853/FM	11	Overtime	Finance Chief Execs					
MB/854/NS	34	Sports Coaching	Education	06/11/13	20/12/13	07/02/14		
MB/855/NS	13	Debtors Control	Finance	02/12/13				
MB/856/EL	14	Scottish Welfare Fund	Finance					
MB/857/EL	26	CHCP Emergency Payments (S22)	CHCP	17/1/14				
MB/858/NS	8	Payroll – All Payruns	Finance	10/12/13				
MB/859/RM	4	Rent Accounting	Finance	11/12/13				
MB/860/NS	33	Schools Cluster 4	Education	6/1/14				
MB/861/RM	12	Creditor Payments	Finance	19/12/13				

EAST RENFREWSHIRE COUNCIL
Internal Audit Section

QUARTERLY PERFORMANCE INDICATORS

<u>Internal Audit Indicators reported Quarterly</u>	Target (where applicable)	Quarter 3 Actual to 31/12/13	Cumulative Actual to 31/12/13
2. Audit Coverage.			
2.2 Actual direct audit days as a percentage of total days available	75%	81%	82%
2.3 Number of requests for assistance/queries raised by departments outwith planned audit work.	-	4	15
2.4 Percentage of planned contingency time used. (Days available exclude public holidays, annual leave and sickness absence)	<50%	33%	58%
5. Issue of Reports.			
5.1 Number of audit reports issued per quarter.	-	11	28
5.2 Ave. time in weeks from start of fieldwork to issue of report. (Note 1)	12 weeks	13.2 weeks	10.0 weeks
5.3 Ave. time taken to issue report (working days). (Note 2)	10 working days	7 working days	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.