

INVERCLYDE COUNCIL INTERNAL AUDIT
REPORT TO AUDIT COMMITTEE ON
STATUS OF EXTERNAL AUDIT ACTION PLAN POINTS
AT 31 OCTOBER 2009

Summary: Section 1 Summary of Management Actions due for completion by 31/10/09

There were no items due for completion by 31 October 2009.

Section 2 Summary of Outstanding Management Actions Plans at 31/10/09

At 31 October 2009 there were no audit reports delayed due to management not finalising the action plan within agreed timescales.

Section 3 Management Actions Outstanding at 31/10/09

At 31 October 2009 there was a total of 32 outstanding audit action points.

Section 4 Analysis of Missed Deadlines

At 31 October 2009 there was a total of 3 of the 32 outstanding items where the agreed deadline had been missed.

**INVERCLYDE COUNCIL INTERNAL AUDIT
REPORT TO AUDIT COMMITTEE ON
STATUS OF EXTERNAL AUDIT ACTION PLAN POINTS**

SUMMARY OF MANAGEMENT ACTION DUE FOR COMPLETION BY 31.10.09

SECTION 1

Area	No. of Actions Due	No. of Actions Completed	Deadline missed Revised date set*	Deadline missed Revised date to be set*	No action proposed
	0				
Total	0				

As the Annual Report to Members and the Controller of Audit on the 2008/2009 Audit was finalised on 31 October 2009, the issues have now been included within this report. Items arising from earlier reviews which have been superseded by items raised in the 2008/2009 report have now been removed from the follow up report to eliminate the duplication of issues being reported.

* These actions are included in the Analysis of Missed Deadlines – Section 4

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**SUMMARY OF OUTSTANDING MANAGEMENT ACTION PLANS AS AT 31.10.09
SECTION 2**

ACTIONS OUTSTANDING BY SERVICE

Chief Executive	
Due for completion April 2010	1
Actions outstanding	1
Environment and Community Protection	
Due for completion March 2010	1
Due for completion June 2010	1
Actions outstanding	2
Improvement and Performance	
Due for completion November 2009	1
Due for completion December 2009	1
Due for completion January 2010	1
Due for completion March 2010	4
Due for completion April 2010	1
Due for completion May 2010	1
Due for completion June 2010	1
Due for completion March 2011	5
Due for completion June 2011	1
Due for completion September 2011	1
Due for completion December 2011	1
Completion date ongoing	2
Actions outstanding	20
Regeneration and Resources	
Due for completion November 2009	1
Due for completion December 2009	1
Due for completion March 2010	2
Due for completion October 2010	1
Due for completion December 2010	1
Completion date ongoing	2
Actions outstanding	8
Education and Social Care	
Due for completion August 2010	1
Actions outstanding	1
Total outstanding actions:	32

**INVERCLYDE COUNCIL INTERNAL AUDIT
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STATUS OF EXTERNAL AUDIT ACTION PLAN POINTS
MANAGEMENT ACTIONS OUTSTANDING AS AT 31.10.09**

SECTION 3

Chief Executive

Outstanding Actions	Owner	Expected Date
Members Letter 2008/2009 (October 2009)		
Competitiveness		
A prioritised programme of competitiveness reviews will commence in 2010/11 supported by Corporate Guidance and the Directorate Planning Process. Progress will be monitored via the OIP Management of Resources Group.	Chief Executive	From April 2010

Environment and Community Protection

Outstanding Actions	Owner	Expected Date
Members Report 2008/09 (October 2009)		
Business Continuity Planning		
Service Business Continuity Plans will be developed and subject to rehearsal testing where appropriate in conjunction with the Joint Civil Contingencies Service.	Corporate Director Environment and Community Protection	30.06.10
Arrangements for the provision of business continuity management advice and assistance for local partners and small businesses will be formalised via the Joint Civil Contingencies Service.	Corporate Director Environment and Community Protection	31.03.10

Improvement and Performance

Outstanding Actions	Owner	Expected Date
Main Financial Systems (September 2008)		
Authorisation of Invoices		
This is an issue the FMS team has been looking at in conjunction with Consilium and will be reviewed/tested early 2009 after the migration of the servers to in-house. In the interim, services will be reminded that users should not exceed their authorisation limits.	Finance Manager	31.01.10*

* See Analysis of Missed Deadlines – Section 4

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MANAGEMENT ACTIONS OUTSTANDING AS AT 31.10.09**

SECTION 3

Improvement and Performance (Continued)

Outstanding Actions	Owner	Expected Date
Data Handling Overview (June 2009)		
The need for an information and knowledge strategy will be considered during the implementation of the improvement plan arising from the Information Governance and Management Review.	Corporate Director I&P	31.03.10
The requirement for an information asset register will be assessed as part of the improvement plan developed in relation to the Information Governance and Management Review.	Corporate Director I&P	31.03.11
An information asset register will define the classification of the information and how the information is transferred. This will be addressed through the improvement plan developed in relation to the Information Governance and Management Review.	Corporate Director I&P	31.03.11
Negotiations are ongoing with Civica/Legal and the Bank in order to comply at the required level.	Finance Manager	31.12.09*
A formal corporate policy for Information Security will be introduced as part of the improvement plan developed in relation to the Information Governance and Management Review.	Corporate Director I&P	31.03.10
The issue of the use of USB devices will be addressed through the implementation of the improvement plan developed in relation to the Information Governance and Management Review.	Head of ICT & BT	31.05.10
An information asset register will define the classification of information and how the information is transferred.	Corporate Director I&P	31.03.11
Members Report 2008/09 (October 2009)		
International Financial Reporting Standards (IFRS) The Internal Officer group will continue to take the necessary action to ensure the Council complies fully with IFRS requirements.	Chief Financial Officer	30.06.11
Strategic Plans The Financial Strategy will be reviewed and submitted to the Full Council in December 2009 and June 2010.	Chief Financial Officer	30.06.10
The 2010/11 Budget will be recast to show resources allocated to Council's core priorities.	Chief Financial Officer	30.04.10

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MANAGEMENT ACTIONS OUTSTANDING AS AT 31.10.09**

SECTION 3

Improvement and Performance (Continued)

Outstanding Actions	Owner	Expected Date
The Council will improve linkages between Service Planning and Resources. Proposals will be reflected in revised Directorate Planning Guidance.	Head of Performance Management and Procurement	31.03.10
Financial Capacity Development Plan Resource requirements are being assessed. Progress against timescales will be monitored by the Resources Group of the OIP.	Chief Financial Officer	30.09.11
Strategic Procurement Framework The Council will make progress against agreed workstreams within the Strategic Procurement Framework in line with timescales agreed by Committee, subject to available capacity.	Head of Performance Management and Procurement.	31.12.11
Information Governance The Council will implement the actions in the agreed improvement plan.	Corporate Director Improvement and Performance	31.03.11
Partnership Management/SOA Delivery The Council in conjunction with its partners has reviewed governance and management arrangements in the context of the SOA. A Programme Board has been established which reports to the Alliance Board. The Council is having discussions with the Improvement Service on the possible application of PSIF to the Alliance from a governance perspective.	Head of Performance Management and Procurement	Ongoing

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SECTION 3

Improvement and Performance (Continued)

Outstanding Actions	Owner	Expected Date
Members Report 2008/09 (October 2009)		
<p>Risk Management The Corporate Risk Management Group will monitor the consolidation and alignment of strategic and operational risks on an ongoing basis.</p>	Chief Internal Auditor	Ongoing
<p>Business Continuity Planning Agreement has been given in principle to create a new data centre and the expectation is that work on this will commence in 2010/11.</p>	Head of ICT and Business Transformation	31.03.11
<p>Organisational Improvement Plan The Corporate Performance Report has been revised to provide an overview of progress against the improvement actions contained within the Organisational Improvement Plan.</p>	Head of Performance Management and Procurement	30.11.09
<p>Performance Management System The system will initially focus on corporate performance information including new KPIs. A view will then be taken on the rollout of the system to directorates.</p>	Head of Performance Management and Procurement	31.03.10

Regeneration and Resources

Outstanding Actions	Owner	Expected Date
Members Letter 2007/2008 (October 2008)		
Project Management Framework		
<p>The Corporate Director, Regeneration and Resources has been appointed Corporate Lead in ensuring recommendations arising from the Internal Audit review of Project Management are implemented. This will include option appraisal as a key stage of the project management lifecycle.</p>	Corporate Director R&R	31.03.10*
Members Letter 2008/2009 (October 2009)		
Common Good Title Deeds		
<p>As part of the budget process, a bid has been made for additional funds to allow the exercise to be undertaken more speedily. An additional solicitor has now been recruited to progress this work.</p>	Head of Legal and Administration	31.12.10

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MANAGEMENT ACTIONS OUTSTANDING AS AT 31.10.09**

SECTION 3

Regeneration and Resources (Continued)

Outstanding Actions	Owner	Expected Date
Members Letter 2008/2009 (October 2009)		
Asset Management		
The development of PAMIS is integral to the corporate approach to asset management.	Corporate Director R&R	Ongoing
Progress on implementation of the asset management strategy will be monitored via the OIP Management of Resources Group.		
Workforce Planning and Capacity		
Two officers from Organisational Development and Human Resources have been seconded to the FOM project to ensure that HR support, including policies, change management and structural organisation requirements are fully implemented as the model is introduced in the Council. It is anticipated that the officers will be seconded for a lengthy period of time, at least one year.	Head of Organisational Development and Human Resources	31.10.10
Progress on the implementation of the workforce development strategy will be monitored via the OIP Workforce Development workstream.	Head of OD and HR	Ongoing
Employee Appraisal Scheme		
A generic employee appraisal scheme has been drafted and is being tested within OD&HR and the OIP group covering Workforce Development.	Head of OD and HR	31.03.10
Once feedback has been obtained and finalised, employee appraisal scheme will be submitted to the CMT with a view to being rolled out down to team leader level by 31/3/10.		
Inverclyde Leisure Limited Service Level Agreement		
A signed service level agreement will be put in place.	Corporate Director Regeneration and Resources/ Head of Economic Development and Social Regeneration	30.11.09

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SECTION 3

Regeneration and Resources

Outstanding Actions	Owner	Expected Date
Members Letter 2008/2009 (October 2009)		
<p>Community Engagement Strategy The Alliance Community Engagement Implementation Plan was presented to the Regeneration Committee on 3 September 2009.</p> <p>The Implementation Plan will be re-drafted for approval by the Alliance Board in December 2009.</p>	<p>Corporate Director Regeneration and Resources/ Head of Economic Development and Social Regeneration</p>	<p>31.12.09</p>

Education and Social Care

Outstanding Actions	Owner	Expected Date
Members Letter 2008/2009 (October 2009)		
<p>Schools Estate Strategy A Programme Board has been established to oversee the Schools Estate Management Plan.</p> <p>The funding model will be reviewed to ensure the model remains fit for purpose.</p>	<p>Acting Corporate Director Education Services</p>	<p>31.08.10</p>

* See Analysis of Missed Deadlines – Section 4

**INVERCLYDE COUNCIL INTERNAL AUDIT
REPORT TO AUDIT COMMITTEE ON
STATUS OF EXTERNAL AUDIT ACTION PLAN POINTS
ANALYSIS OF MISSED DEADLINES**

SECTION 4

Report	Outstanding Actions	Original Date	Revised Date	Management Comments
Members Letter 2007/2008	<p>Project Management Framework The Corporate Director, Regeneration and Resources has been appointed Corporate Lead in ensuring recommendations arising from the Internal Audit review of Project Management are implemented. This will include option appraisal as a key stage of the project management lifecycle.</p>	31.03.09	31.03.10	<p>The Project Management Framework has been developed. As part of the project planning stage, option appraisal has been considered.</p> <p>The Framework will be rolled out across services on a phased basis during 2009/10 to ensure all relevant managers have been appropriately trained in using the Framework.</p>
Main Financial Systems (September 2008)	<p>Creditor Authorisation Limits This is an issue the FMS team has been looking at in conjunction with Consilium and will be reviewed/tested early 2009 after the migration of the servers to in-house. In the interim, services will be reminded that users should not exceed their authorisation limits.</p>	30.06.09	31.01.10	<p>Services have been reminded not to exceed limits.</p> <p>We have received a quote from Consilium to provide automated authorisation limits on the FMS system. The quote is reasonable and we have asked Consilium to proceed with the order. The plan is that it will be written and included as part of our upgrade which is due in December.</p>
Data Handling Overview (May 2009)	<p>PCI/DSS Compliance Negotiations are ongoing with Civica/Legal and the Bank in order to comply at the required level.</p>	31.08.09 30.09.09	31.12.09	<p>This is being actively progressed, the bank have been kept up to date. The Council has now purchased a new server and the consultants will be on site during December to carry out the upgrade and do the testing with the bank and we should then be compliant.</p>