
Report To:	Audit Committee	Date:	28 February 2012
Report By:	Corporate Director Regeneration & Environment	Report No:	AC/37/12/AF/APr
Contact Officer:	Andi Priestman	Contact No:	01475 712251
Subject:	External Audit Action Plans - Current Actions		

1.0 PURPOSE

- 1.1 The purpose of this report is to advise members of the status of current actions from External Audit Action Plans at 31 December 2011.

2.0 SUMMARY

- 2.1 The Chief Internal Auditor co-ordinates follow up reporting on current actions arising from External Audit Action Plans on a monthly basis with regular reporting to CMT and the Audit Committee.
- 2.2 There were 4 actions due for completion by 31 December 2011, 3 of which have been reported as completed by management and action in relation to one item has been revised.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that members note the progress to date in relation to the implementation of external audit actions.

Aubrey Fawcett
Corporate Director Regeneration and Environment

4.0 BACKGROUND

- 4.1 External Audit regularly report findings and action plans to relevant Council Officers and the Audit Committee as part of their annual audit plan.
- 4.2 A follow up process is now in place to allow follow up of outstanding external audit actions to be coordinated and updated by Internal Audit on a monthly basis with regular reporting to CMT and the Audit Committee.

5.0 IMPLICATIONS

- 5.1 Legal: There are no legal implications arising from this report.
Finance: There are no financial implications arising from this report.
Personnel: There are no personnel implications arising from this report.
Equalities: There are no equalities implications arising from this report.

6.0 CONSULTATIONS

- 6.1 Relevant Officers were asked to provide updates to the report as appropriate.

7.0 LIST OF BACKGROUND PAPERS

- 7.1 Audit Scotland's External Audit reports. Copies available from Andi Priestman, Chief Internal Auditor.

INVERCLYDE COUNCIL INTERNAL AUDIT
REPORT TO AUDIT COMMITTEE ON
STATUS OF EXTERNAL AUDIT ACTION PLAN POINTS
AT 31 DECEMBER 2011

Summary: Section 1 Summary of Management Actions due for completion by 31/12/11

There were 4 items due for completion by 31 December 2011 of which 3 items have been reported as completed by management and action in relation to one item has been revised.

In addition, there were 3 items with a completion date after 31 December 2011 which have been reported as completed by management.

Section 2 Summary of Current Management Actions Plans at 31/12/11

At 31 December 2011 there were no audit reports delayed due to management not finalising the action plan within agreed timescales.

Section 3 Current Management Actions at 31/12/11

At 31 December 2011 there was a total of 18 current audit action points.

Section 4 Analysis of Missed Deadlines

At 31 December 2011 there was a total of 3 of the 18 audit action points 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 PLANS DUE FOR COMPLETION BY 31.12.11

SECTION 2

Area	No. of Actions Due	No. of Actions Completed	Deadline missed Revised date set*	Deadline missed Revised date to be set*	No action proposed
Organisational Improvement and Resources	2	1	1		
Regeneration and Environment					
Community Health and Care Partnership (CHCP)					
Education and Communities	2	2			
Total	4	3	1		

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

In addition, a number of actions with a completion date later than 31 December 2011 have been reported as complete by management as follows:

Annual Report to Members 2009/10 (November 2010)		
Strategic Procurement Framework Revised Procurement Strategy Action Plan to be implemented over 2012/14. This will be subject to Policy & Resources approval in November 2011.	Chief Financial Officer	31.03.14
Annual Report to Members 2010/11 (October 2011)		
Capital Programme The Council approves a rolling three year Capital Programme and will prepare a 2011/15 programme for consideration in February 2012. This plan will reflect available resources.	Chief Financial Officer	29.02.12
Capital Slippage The Asset Management EIG together with its CAM's Officer Sub-Group will regularly review progress and spend across all capital projects and take appropriate action, where possible, to ensure timeous delivery of the Capital Programme.	Corporate Director Regeneration & Environment	Bi monthly monitoring 31.03.12

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

SUMMARY OF CURRENT MANAGEMENT ACTIONS AS AT 31.12.11

SECTION 3

CURRENT ACTIONS BY DIRECTORATE

Chief Executive	
Due for completion June 2012	1
Total Actions	1
Organisational Improvement and Resources	
Due for completion February 2012	1
Due for completion March 2012	3
Due for completion July 2012	1
Due for completion September 2012	2
Due for completion October 2012	1
Due for completion December 2012	2
Due for completion March 2013	2
Total Actions	12
Regeneration and Environment	
Due for completion January 2012	1
Due for completion March 2012	2
Due for completion June 2012	1
Due for completion August 2012	1
Total Actions	5
Total current actions:	18

* See Analysis of Missed Deadlines – Section 4

**INVERCLYDE COUNCIL INTERNAL AUDIT
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CURRENT MANAGEMENT ACTIONS AS AT 31.12.11

SECTION 3

Chief Executive

Action	Owner	Expected Date
Annual Report to Members 2010/2011 (October 2011)		
<p>Clyde Valley Shared Support Services/Alternative Savings The four Councils that have agreed to continue to participate in Shared Support Services are currently reviewing the Detailed Business Case to take account of the reductions in the number of partners. The review will identify revised investment requirements and savings and further develop the governance proposals. Proposed savings have not yet been factored into Inverclyde Council's Budget projections from this work.</p>	Chief Executive	30.06.12

Organisational Improvement and Resources

Action	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 CHCP	31.03.12*
The draft information classification scheme will be agreed and approved.	Corporate Director CHCP	31.12.12
The information assets register will be implemented in conjunction with the approval of the information classification scheme.	Corporate Director CHCP	31.12.12
Annual Report to Members 2009/10 (November 2010)		
<p>Employee Appraisal Scheme Corporate Directors continue to support the drive for these to be carried out by previously planned and Workforce.</p>	Head of OD, HR & Performance	31.03.12
<p>Performance Management The new performance management system, Inverclyde Performs, is due for a phased roll out from January 2010. Performance management across the council is due to be embedded within this system by July 2012.</p>	Head of OD, HR & Performance	31.07.12
The Council believes that the SP&PM framework provides members with a broad range of performance information at a corporate and service level and enables members and management to make an informed judgement on where improvement is required.		

* See Analysis of Missed Deadlines – Section 4

**INVERCLYDE COUNCIL INTERNAL AUDIT
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CURRENT MANAGEMENT ACTIONS AS AT 31.12.11

SECTION 3

Organisational Improvement and Resources

Action	Owner	Expected Date
Annual Report to Members 2009/10 (November 2010)		
The Council will take account of the comments made by AS with regard to the public performance report in the development of the 2010/11 PPR.	Head of OD, HR & Performance	31.10.12
Review of Governance Arrangements and Main Financial Systems (May 2011)		
Workforce Planning Guidance on Succession Planning will be developed and sessions will be arranged for Heads of Service over the course of 2012/13 to introduce the new guidance and support the embedding of the process within the Council.	Head of OD, HR & Performance	31.03.13*
Workforce Analysis will be informed by number of other reviews being carried out in the services and be completed 31 March 2013.	Head of OD, HR & Performance	31.03.13
Annual Report to Members 2010/2011 (October 2011)		
Budget Profiling A report on this matter and Zero Based Budgeting will be presented to Policy & Resources Committee in February 2012.	Chief Financial Officer	29.02.12
Workforce Reductions and Planning Advice on Succession Planning to be issued by Organisational Development by end of 2011 for Services to implement from January 2012. New Workforce Development strategy for September 2012 and will also include aims in relation to Workforce Planning.	Head of OD, HR & Performance	30.09.12
Employee Survey The Council carried out an invitation to quote regarding carrying out an employee survey and have a contractor in place to deliver this. A new baseline employee survey has been drafted and agreed and will be conducted in March 2012.	Head of OD, HR & Performance	31.03.12
Strategic Plans The Outcomes set out in both the Council's Corporate Plan and the partnership Single Outcome Agreement are agreed as long term goals which will continue to inform the strategic direction for the Council. Work is ongoing through the Strategic Planning and Performance Management Board (SPPMB) regarding the strategic planning framework and how this will develop in the near future.	Head of OD, HR & Performance	30.09.12

* See Analysis of Missed Deadlines – Section 4

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

CURRENT MANAGEMENT ACTIONS AS AT 31.12.11

SECTION 3

Organisational Improvement and Resources (Continued)

Action	Owner	Expected Date
<p>Organisational Improvement Plan (OIP) A progress report on the actions set out in the OIP has identified that the majority of action have had progress made against them. The Corporate Management Team have committed to holding a meeting of each Reference Group in order to further detail progress made and to set out a way forward for Improvement across the Council in line with the work being undertaken by the SPPMB.</p>	Head of OD, HR & Performance	31.03.12

Regeneration and Environment

Action	Owner	Expected Date
Annual Report to Members 2008/2009 (October 2009)		
<p>Asset Management A detailed action plan will be developed and finalised in relation to the implementation of PAMIS.</p>	Corporate Director Regeneration & Environment	31.03.12
Review of Governance Arrangements and Main Financial Systems (May 2011)		
<p>Governance Documentation The Scheme of Delegation will be reviewed and updated in line with the Committee Structure.</p>	Head of Legal & Democratic Services	30.06.12
<p>Carbon Management Plan Development and implementation of a formal mechanism to facilitate reporting on progress against actions within the Carbon Management Plan. An appropriate procedure will be incorporated into the Draft Plan which will be submitted to the CMT for approval in late summer 2011 and thereafter to the Safe, Sustainable Communities Committee following the summer recess.</p>	Head of Property Assets & Facilities Management/ Head of Regeneration & Planning	31.01.11*
Annual Report to Members 2010/2011 (October 2011)		
<p>Roads Condition A report was submitted to Safe and Sustainable Committee on 25th October seeking approval to the proposed programme of projects funded from the additional £1million funding approved at the P&R Committee. The report was agreed by members. The additional funding will be allocated over 2011-12 and 2012-13 financial periods.</p>	Head of Environmental & Commercial Services	31.08.12

* 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
Data Handling Overview (June 2009)	<p>Implementation of Improvement Plan 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.</p>	31.03.10	31.03.12	This is being led by the Culture/Organisation sub-group. A meeting of the Working Group was held in October 2011 and a report will be presented to CMT by 31 December 2011 to prioritise and deliver on agreed actions.
Review of Governance Arrangements and Main Financial Systems (May 2011)	<p>Carbon Management Plan Development and implementation of a formal mechanism to facilitate reporting on progress against actions within the Carbon Management Plan. An appropriate procedure will be incorporated into the Draft Plan which will be submitted to the CMT for approval in late summer 2011 and thereafter to the Safe, Sustainable Communities Committee following the summer recess.</p>	30.09.11 30.11.11	31.01.11	Draft Plan being submitted to CMT in December/January for approval and thereafter to the next available meeting of the Safe, Sustainable Communities Committee.

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STATUS OF EXTERNAL AUDIT ACTION PLAN POINTS
ANALYSIS OF MISSED DEADLINES**

SECTION 4

Report	Outstanding Actions	Original Date	Revised Date	Management Comments
Review of Governance Arrangements and Main Financial Systems (May 2011)	Workforce Planning Guidance on Succession Planning will be developed and sessions will be arranged for Heads of Service over the course of 2012/13 to introduce the new guidance and support the embedding of the process within the Council.	31.12.11	31.03.13	Guidance has been issued to Heads of Service for the implementation of Succession Planning. Relevant sessions will be held with DMTs over the course of 2012 to introduce the new guidance and support the embedding of the process within the Council.