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<b>Report To:</b>	<b>Audit Committee</b>	<b>Date:</b>	<b>10 January 2017</b>
<b>Report By:</b>	<b>Head of Legal &amp; Property Services</b>	<b>Report No:</b>	<b>AC/01/17/GM/APr</b>
<b>Contact Officer:</b>	<b>Andi Priestman</b>	<b>Contact No:</b>	<b>01475 712251</b>
<b>Subject:</b>	<b>External Audit Action Plans - Current Actions</b>		

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## **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 30 November 2016.

## **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 no actions due for completion by 30 November 2016. There are 7 current external audit actions being progressed by Officers.
- 2.3 The CMT has reviewed and agreed the current status of actions.

## **3.0 RECOMMENDATIONS**

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

**Gerard Malone**  
**Head of Legal & Property Services**

## 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 in place to allow follow up of current external audit actions to be co-ordinated and updated by Internal Audit on a monthly basis with regular reporting to CMT and the Audit Committee.

## 5.0 CURRENT STATUS

- 5.1 There are 7 current external audit actions being progressed by officers. There were no actions due for completion by 30 November 2016.
- 5.2 The CMT has reviewed and agreed the current status of actions.

## 6.0 IMPLICATIONS

### 6.1 Finance

There are no direct financial implications arising from this report.

One off Costs:-

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings):-

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

### 6.2 Legal

There are no direct legal implications arising from this report.

### 6.3 Human Resources

There are no direct HR implications arising from this report.

### 6.4 Equalities

There are no direct equalities implications arising from this report.

### 6.5 Repopulation

There are no direct repopulation implications arising from this report.

## 7.0 CONSULTATIONS

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

## 8.0 LIST OF BACKGROUND PAPERS

- 8.1 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 30 NOVEMBER 2016**

**Summary: Section 1 Summary of Management Actions due for completion by 30/11/16**

There were no items due for completion by 30 November 2016.

**Section 2 Summary of Current Management Actions Plans at 30/11/16**

At 30 November 2016 there were no audit reports delayed due to management not finalising the action plan within agreed timescales.

**Section 3 Current Management Actions at 30/11/16**

At 30 November 2016 there were 7 current audit action points.

**Section 4 Analysis of Missed Deadlines**

At 30 November 2016 there were no audit action point 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 30.11.16**

**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
Chief Executive	0				
Environment, Regeneration and Resources	0				
Inverclyde Health and Social Care Partnership (IHSCP)	0				
Education, Communities and Organisational Development	0				
<b>Total</b>	<b>0</b>				

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

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

**SUMMARY OF CURRENT MANAGEMENT ACTIONS AS AT 30.11.16**

**SECTION 2**

**CURRENT ACTIONS BY DIRECTORATE**

<b>Environment Regeneration and Resources</b>	
Due for completion February 2017	1
Due for completion March 2017	3
<b>Total Actions</b>	<b>4</b>
<b>Education, Communities and Organisational Development</b>	
Due for completion March 2017	2
<b>Total Actions</b>	<b>2</b>
<b>Health and Social Care Partnership</b>	
Due for completion December 2016	1
<b>Total Actions</b>	<b>1</b>
<b>Total current actions:</b>	<b>7</b>

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

**SUMMARY OF CURRENT MANAGEMENT ACTIONS AS AT 30.11.16**

**SECTION 2**

**Environment, Regeneration and Resources**

<b>Action</b>	<b>Owner</b>	<b>Expected Date</b>
<b>Annual Audit Report to Members on the 2015-2016 Audit (September 2016)</b>		
<p><b>Management of the Fixed Asset Register (Medium Risk)</b> The Finance Manager (Environmental &amp; Technical) will examine the extent to which secondary checks can be implemented in this and other areas associated with the accounts in the context of the limited resources within the team.</p>	<b>Finance Manager (Environment and Technical)</b>	<b>31.03.17</b>
<p><b>Managing the Capital Programme (Medium Risk)</b> The Council has an established process for reviewing the next 12-24 month Capital Programme each January and will continue this in January 2017. This review takes into account resources required for delivery.</p>	<b>Corporate Director (Environment, Regeneration and Resources)</b>	<b>28.02.17</b>
<p><b>Common Good Fund (Medium Risk)</b> The Common Good Budget is reviewed each Committee cycle whilst the budget for the next 2 years is approved each February. The sustainability of the Fund is a key requirement when developing budget proposals.</p>	<b>Chief Financial Officer</b>	<b>31.03.17</b>
<p><b>Related Party Transactions</b> The process adopted for the 2015/16 Accounts will be reviewed and amended with proposals to be approved by the Corporate Management Team.</p>	<b>Head of Legal and Property Services</b>	<b>31.03.17</b>

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

**SUMMARY OF CURRENT MANAGEMENT ACTIONS AS AT 30.11.16**

**SECTION 2**

**Education, Communities and Organisational Development**

Action	Owner	Expected Date
<b>Annual Audit Report to Members on the 2015-2016 Audit (September 2016)</b>		
<p><b>Leavers Still being Paid (High Risk)</b> The Council will review arrangements for notifying HR/Payroll about leavers and will examine the extent to which a periodic validation exercise could be undertaken by budget managers to ensure employees are still employed.</p>	<b>HR Manager (Operations)</b>	<b>31.03.17</b>
<p><b>Workforce Planning (Low Risk)</b> Each Directorate will receive a quarterly Workforce Activity and Information report which identifies key workforce planning actions. The Council's Corporate Workforce Planning and Development Group plays a key role in ensuring that workforce planning is an integral part of their service planning and improvement process. A Succession Planning Programme has been developed and piloted with a view to rolling this out wider across the Council as part of the People and Organisational Development Strategy 2017/20. Management will review the points raised and implement any necessary changes.</p>	<b>Head of OD, HR and Communications</b>	<b>31.03.17</b>

**HSCP**

Action	Owner	Expected Date
<b>Annual Audit Report to Members on the 2015-2016 Audit (September 2016)</b>		
<p><b>Service Level Agreement (SLA) with Inverclyde Integration Joint Board (Medium Risk)</b> Officers are progressing the development of SLAs to cover a number of functions which support the Inverclyde IJB. The intention is to complete this work by December 2016.</p>	<b>Head of Legal and Property Services/Chief Officer</b>	<b>31.12.16</b>