
Report To:	Audit Committee	Date:	21 February 2017
Report By:	Corporate Director Environment Regeneration & Resources	Report No:	AC/03/17/SA/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 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 was one action due for completion by 31 December 2016 which has been revised by management. This is in relation to the Service Level Agreement (SLA) for the Inverclyde Integration Joint Board. The SLA was presented to the January meeting of the IJB and was continued to its March meeting for further consideration. The SLA is also to be presented to the February meeting of the Health and Social Care Committee.
- 2.3 There are 6 current external audit actions being progressed by officers.
- 2.4 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.

Scott Allan
Corporate Director Environment Regeneration & Resources

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 6 current external audit actions being progressed by Officers.
- 5.2 There was one action due for completion by 31 December 2016 which has been revised by management; this is in relation to the Service Level Agreement (SLA) for the Inverclyde Integration Joint Board (IJB). The SLA was presented to the January meeting of the IJB and was continued to its March meeting for further consideration. The SLA is also to be presented to the February meeting of the Health and Social Care Committee.
- 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 31 DECEMBER 2016

Summary: Section 1 Summary of Management Actions due for completion by 31/12/16

There was one item due for completion by 31 December 2016 which has been revised by management.

In addition, one item with a completion date of 31 March 2017 has been reported as completed by management.

Section 2 Summary of Current Management Actions Plans at 31/12/16

At 31 December 2016 there were no audit reports delayed due to management not finalising the action plan within agreed timescales.

Section 3 Current Management Actions at 31/12/16

At 31 December 2016 there were 6 current audit action points.

Section 4 Analysis of Missed Deadlines

At 31 December 2016 there was one 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 31.12.16

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)	1		1		
Education, Communities and Organisational Development	0				
Total	1		1		

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

In addition, one action with a completion date of 31 March 2017 has been reported as completed by management:

Annual Audit Report to Members on the 2015-2016 Audit (September 2016)	
Leavers Still being Paid (High Risk) 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.	HR Manager (Operations)

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

SUMMARY OF CURRENT MANAGEMENT ACTIONS AS AT 31.12.16

SECTION 2

CURRENT ACTIONS BY DIRECTORATE

Environment Regeneration and Resources	
Due for completion February 2017	1
Due for completion March 2017	3
Total Actions	4
Education, Communities and Organisational Development	
Due for completion March 2017	1
Total Actions	1
Health and Social Care Partnership	
Due for completion February	1
Total Actions	1
Total current actions:	6

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

SUMMARY OF CURRENT MANAGEMENT ACTIONS AS AT 31.12.16

SECTION 2

Environment, Regeneration and Resources

Action	Owner	Expected Date
Annual Audit Report to Members on the 2015-2016 Audit (September 2016)		
<p>Management of the Fixed Asset Register (Medium Risk) The Finance Manager (Environmental & 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>	Finance Manager (Environment and Technical)	31.03.17
<p>Managing the Capital Programme (Medium Risk) 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>	Corporate Director (Environment, Regeneration and Resources)	28.02.17
<p>Common Good Fund (Medium Risk) 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>	Chief Financial Officer	31.03.17
<p>Related Party Transactions The process adopted for the 2015/16 Accounts will be reviewed and amended with proposals to be approved by the Corporate Management Team.</p>	Head of Legal and Property Services	31.03.17

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

SUMMARY OF CURRENT MANAGEMENT ACTIONS AS AT 31.12.16

SECTION 2

Education, Communities and Organisational Development

Action	Owner	Expected Date
Annual Audit Report to Members on the 2015-2016 Audit (September 2016)		
<p>Workforce Planning (Low Risk) 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>	Head of OD, HR and Communications	31.03.17

HSCP

Action	Owner	Expected Date
Annual Audit Report to Members on the 2015-2016 Audit (September 2016)		
<p>Service Level Agreement (SLA) with Inverclyde Integration Joint Board (Medium Risk) 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>	Head of Legal and Property Services/Chief Officer	14.03.17*

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

SECTION 4

Report	Action	Original Date	Revised Date	Management Comments
Annual Audit Report to Members on the 2015-2016 Audit (September 2016)	Service Level Agreement (SLA) with Inverclyde Integration Joint Board (Medium Risk) 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.	31.12.16	14.03.17	The Service Level Agreement was presented to the January meeting of the IJB and was continued to its March meeting for further consideration. The SLA is also to be presented to the February meeting of the Health and Social Care Committee.