

Report To:	Audit Committee	Date:	21 February 2017
Report By:	Corporate Director Environment Regeneration & Resources	Report No:	AC/04/17/SA/APr
Contact Officer:	Andi Priestman	Contact No:	01475 712251
Subject:	Internal Audit Progress Report – 5 December 2016 to 27 January 2017		

1.0 PURPOSE

- 1.1 The purpose of this report is to enable Members to monitor the performance of Internal Audit, to discharge their scrutiny and performance monitoring roles and gain an overview of the overall control environment throughout the Council.
- 1.2 The Monitoring Report from 5 December 2016 to 27 January 2017 is attached as an **Appendix 1** Appendix to this report since its content is essential to the understanding of the Council's control environment.

2.0 SUMMARY

2.1 Three internal audit reports have been finalised since the last Audit Committee meeting:-

- Building Services Unit;
- Facilities – Catering; and
- LGBF Indicators - 2015-2016.

2.2 These reports contain 12 issues categorised as follows:-

Red	Amber	Green
0	1	11

2.4 The fieldwork for the 2016/17 plan is now underway and the current status of the plan is as follows:-

Stage	Number of Reports
Final Report	5
Draft Report	3
Fieldwork Complete	0
Fieldwork in Progress	4
Planning	3
Not started	4
Total	17

2.5 In relation to Internal Audit follow up, there were 5 items due for completion by 31 December 2016, one of which has been reported as completed by management and action in relation to 3 items has been revised. The current status report is attached at **Appendix 2** Appendix 2.

2.6 The CMT has reviewed and agreed the current status of actions.

3.0 RECOMMENDATIONS

3.1 It is recommended that Members agree to note the progress made by Internal Audit in the period from 5 December 2016 to 27 January 2017.

Scott Allan

Corporate Director Environment, Regeneration & Resources

4.0 BACKGROUND

- 4.1 In April 2016, the Audit Committee approved the current Internal Audit Annual Plan which detailed a programme of activity to be undertaken during 2016-17.
- 4.2 Internal Audit regularly reports findings and action plans to relevant Council Officers and the Audit Committee as part of the annual audit plan. A follow up process is in place to allow follow up of current internal 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 POSITION

- 5.1 Three internal audit reports have been finalised since the last Audit Committee meeting in January 2017.
- 5.2 The fieldwork for the 2016/17 plan is now underway and the current status of the plan is as follows:-

Stage	Number of Reports
Final Report	6
Draft Report	1
Fieldwork Complete	0
Fieldwork in Progress	7
Planning	1
Not started/Deferred	2
Total	17

- 5.3 There are 19 current action points being progressed by Officers. There were 4 actions due for completion by 31 December 2016, one of which has been reported as completed by management and action in relation to 3 items has been revised.
- 5.4 The CMT has reviewed and agreed the current status of actions.

6.0 IMPLICATIONS

Finance

- 6.1 There are no direct financial implications arising from this report.

Financial Implications:-

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					

Legal

6.2 There are no direct legal implications arising from this report.

Human Resources

6.3 There are no direct HR implications arising from this report.

Equalities

6.4 There are no direct equalities implications arising from this report.

Repopulation

6.5 There are no direct repopulation implications arising from this report.

7.0 CONSULTATIONS

7.1 Relevant officers have been consulted in the preparation of this report.

8.0 LIST OF BACKGROUND PAPERS

8.1 File of completed internal audit reports: Available from Andi Priestman, Chief Internal Auditor.



**Audit Committee Report
Report on Internal Audit Activity from
5 December 2016 to 27 January 2017**

Section	Contents	Page
1	Audit work undertaken in the period	1
2	Summary of main findings from reports issued since previous Audit Committee	2-3
3	Audit Plan for 2016-2017 – progress to 27 January 2017	4
4	Corporate Fraud Activity	5-6
5	Ad hoc activities undertaken since the previous Audit Committee	6

1 Audit work undertaken in the period

Reports issued since last update

1.1 Detailed findings and recommendations reported to management are currently graded using the following criteria:

Red	<ul style="list-style-type: none"> • In our opinion the control environment is insufficient to address the risk and this could impact the Council as a whole. • Corrective action must be taken and should start immediately. • Overseen to completion by Corporate Management Team.
Amber	<ul style="list-style-type: none"> • In our opinion there are areas of control weakness which we consider to be individually significant but which are unlikely to affect the Council as a whole. • Corrective action must be taken (some exceptions may be agreed with IA) within reasonable timeframe. • Overseen to completion by Head of Service.
Green	<ul style="list-style-type: none"> • In our opinion the risk area is well controlled or our audit highlighted areas for minor control improvement and/or areas of minor control weakness. • Process improvements/efficiencies may be actioned at management discretion in consultation with Internal Audit (IA). • Managed by service owner.

1.2 There were 3 audit reports finalised since the January 2017 Audit Committee, which is identified below, together with a summary of the gradings of the issues identified. In Section 2 we have provided a summary of the main findings from the review.

Reports finalised since previous Audit Committee	Grading			Total Number of Issues
	Red	Amber	Green	
Building Services Unit	0	1	2	3
Facilities – Catering	0	0	6	6
LGBF Indicators – 2015-2016	0	0	3	3
Total	0	1	11	12

Other activities

Risk Management

- 1.3 Risk Management is the subject of separate reporting to Audit Committee and a full report is submitted separately on an annual basis.

Internal Audit Action Plan Follow Up

- 1.4 The current status of Internal Audit Action plans is set out as an attachment at Appendix 2 to this report.

2 Summary of main findings from reports issued since previous Audit Committee

- 2.1 We have provided below a summary of the key findings from the final report issued after 2 December 2016.

Building Services Unit

- 2.2 From time to time all Council owned buildings will require minor repairs or improvement works. Such work is undertaken by the Building Service Unit (BSU). The BSU has been required to demonstrate best value following the discontinuation of Significant Trading Organisation status from 1st April 2012. Sitting within Environmental & Commercial Services, one of the principal objectives of the BSU is to achieve a budget surplus of £158,070 for 2016/17. In addition, the BSU aims to strike an appropriate balance between the speed, quality and economy of expenditure on minor repairs and improvement works.
- 2.3 The objective of this audit was to provide management and the Audit Committee with an assessment of the adequacy and effectiveness of the governance, risk management and controls surrounding the key risks faced by Inverclyde Council in relation to the Building Services Unit.
- 2.4 The overall control environment opinion was **Satisfactory**. There was one AMBER issue summarised as follows:

Managing the Building Services Unit (BSU) budget

When setting the Building Services Unit (BSU) budget it is important to include all relevant costs whilst recognising that funds available for repairs are limited. For 2016/17 the BSU is expected to produce a surplus of around 10% of its gross income or £158,000. The requirement for the BSU to produce a financial surplus stemmed from the Significant Trading Operation (STO) regime. However, that regime ceased on 1st April 2012. We understand that there has been no specific review of the BSU budget surplus except for the annual Council-wide budget setting process. In essence, a proportion of the central repairs budget is being transferred from Legal & Property Services to the BSU via an on-cost included in charges for each job. Also, it is unclear that the BSU budget includes all indirect costs associated with providing the repairs service.

It is more difficult for Services to achieve their objectives whenever there is a lack of clarity over the allocation of budgets between Services which work in partnership.

- 2.5 The review identified a total of 3 issues, one of which we consider to be individually significant and an action plan is in place to address all issues by 31 October 2017.

2 Summary of main findings from reports issued since previous Audit Committee (Continued)

Facilities Services – Catering

- 2.6 Facilities Management provides a catering service to Inverclyde Council's teachers, staff, pupils, parents and any other persons who have reason to visit the premises. Buffets and ad hoc catering is also provided on request. It is crucial that all catering functions are carried out in accordance with relevant food safety legislation, Service Level Agreement and best practice. The catering function must also represent value for money.
- 2.7 The objective of this audit was to provide management and the Audit Committee with an assessment of the adequacy and effectiveness of the governance, risk management and controls surrounding the key risks faced by Inverclyde Council in relation to catering services.
- 2.8 The overall control environment opinion for this audit was **Strong**. In terms of good practice we identified that:
- the catering staff have a strong customer focus and good working relationships with other members of staff working at the schools, e.g. janitors, teachers and office staff; and
 - methodical planning of work is undertaken by experienced staff who demonstrated a strong commitment to providing a high quality service.
- 2.9 The review identified 6 GREEN issues and an action plan is in place to address all issues by 31 December 2017.

SOLACE INDICATORS (LOCAL GOVERNMENT BENCHMARKING FRAMEWORK 2015/16)

- 2.10 The Local Government Act (1992) requires the Accounts Commission to direct Councils to publish information relating to the performance of their activities, so that comparisons can be made between authorities and between years.
- 2.11 The objective of this audit was to provide management and the Audit Committee with an assessment of the adequacy and effectiveness of the governance, risk management and controls over the key risks faced by Inverclyde Council in relation to the Local Government Benchmarking Framework (LGBF) Indicators.
- 2.12 For 2015/16, the following LGBF Indicators were examined by Internal Audit:-
- Cleanliness Score % acceptable
 - Gender Pay Gap – The average hourly rate of pay for male and female
 - Self-directed support spend on adults 18+ as a % of total social work spend on adults 18+
 - % of people 65+ with intensive needs receiving care at home
- 2.13 The overall control environment opinion for this audit was **Strong**. In terms of good practice we found that the officers who prepare the indicators have a greater understanding of the overall process, including Internal Audit's role.
- 2.14 The review identified 3 GREEN issues and an action plan is in place to address all issues by 31 May 2017.

3. Audit Plan for 2016/17 – Progress to 27 January 2017

Planned Audit Cover	Planning	TOR Issued	Fieldwork in Progress	Fieldwork Complete	Draft Report	Report Finalised	Reported to Audit Committee
Risk-Based Reviews							
Corporate Health and Safety	✓	✓	✓	✓	✓	✓	October 2016
Facilities Services – Catering	✓	✓	✓	✓	✓	✓	February 2017
Building Services Unit	✓	✓	✓	✓	✓	✓	February 2017
Non-Domestic Rates	✓	✓	✓				
Project Assurance Reviews							
Valuing Roads Network Assets	✓	✓	✓	✓	✓	✓	January 2017
Performance Audits							
LGBF/SOLACE Indicators	✓	✓	✓	✓	✓	✓	February 2017
Regularity Audits							
Education – Business Continuity Management	✓	✓	✓	✓			
Corporate Fraud Reviews							
Council Tax Reduction Scheme	Fieldwork underway – see section 4 for detailed activity						
School Inventory Procedures	Summary report provided to October 2016 Audit Committee						
Blue Badge Applications	Draft report issued for management comment.						
Corporate Governance							
Annual Governance Statement 2015-2016	Input provided by CIA.						
Projects/Key Change Initiatives							
Complaints Handling Working Group	Input provided by CIA via Steering Group and People Sub-Group.						
Other Work							
National Fraud Initiative	Fieldwork underway – see section 4 for detailed activity						
Serious Organised Crime Risk Assessment	Fieldwork underway – see section 5 for detailed activity						
SPOC Liaison with DWP	Ongoing – see section 4 for detailed activity						
Inverclyde IJB	2016-2017 Audit Plan has been approved.						

4 Corporate Fraud Activity

The undernoted table sets out progress to date on corporate fraud activity in the period 5 December 2016 to 27 January 2017:

Council Tax Reduction Scheme		
Number of Home Visits To Date	Number of Errors Identified and Corrected to Date	Total Overpayment/Future Savings to date
394	62	Overpayments £75,749.36 Future savings £54,931.18
School Inventory Procedures		
The report for this review was finalised in September 2016. Action plans are now being progressed by officers.		
Creditors – Duplicate Payments		
Not Started		
Non-Domestic Rates		
Fieldwork is underway in conjunction with the risk-based review.		
Blue Badge Scheme		
Fieldwork is complete and draft report has been issued to management for comment.		
Serious Organised Crime Checklist		
Fieldwork is underway. The gap analysis will inform the higher risk areas which will be reviewed in 2017/2018.		
National Fraud Initiative 2016-2017		
All Inverclyde Data sets were uploaded successfully on 10 October 2016. It has been agreed with the Cabinet Office that Residents Virtual Parking Permits will be removed as a data set due to the difficulties in obtaining information for all the data fields and the low number of permits within the Inverclyde area.		
All data sets have now been released. Corporate Fraud team have arranged meetings with all services involved in reviewing the data matches to assist services in interpreting the results of the matches and how these should be investigated.		
NFI APP Check system has been piloted for a number of housing benefit cases and will be rolled out to other services to establish whether this would be a useful prevention tool.		
SPOC Liaison		
DWP Referrals	4 this period	42 to date
LAIEF requests actioned	26 this period	132 to date
Whistleblowing Investigations		
Year/Ref	Enquiry	Status
15/16 15-01	Theft of ICT Equipment	Complete – report issued
15/16 15-02	Council Tax – fraudulent application	Closed – no fraud detected
15/16 15-03	Council Tax – fraudulent application	Closed – no fraud detected
15/16 15-04	NFI Match – Payroll to Creditor information	Complete – report issued
16/17 16-01	Bogus Employee	Complete – report issued
16/17 16-02	Council Tax Exemption	Closed – no fraud detected
16/17 16-03	Use of Expired Blue Badge	Complete – report issued
16/17 16-04	Client Account Discrepancy	Complete – report issued
16/17 16-05	Council Tax Exemption	Closed – no fraud detected
16/17 16-06	Council Tax Exemption	Closed – no fraud detected
16/17 16-07	Money Advice	Closed – no fraud detected

4 Corporate Fraud Activity (Continued)

16/17 16-08	Employee Conflict of Interest	Complete – memo issued
16/17 16-09	Contract Management	Complete – memo issued
16/17 16-10	Council Tax Exemption	Complete - Overpayment £2989.77 and future savings of £2162.54 identified
16/17 16-11	Council Tax Exemption	Complete – memo issued
16/17 16-12	Use of Expired Blue Badge	Complete – report issued
16/17 16-13	Council Tax Exemption	Closed – no fraud detected
16/17 16-14	Council Tax Exemption	Complete – Overpayment £527.30 and future savings of £2162.54 identified
16/17 16-15	Resident Parking Permit	Closed – no fraud detected
16/17 16-16	Education Maintenance Allowance	Closed – no further action, advice given to Service
16/17 16-17	Council Tax – Single Person Discount	Closed – no fraud detected
16/17 16-18	Council Tax – Single Person Discount	Closed – Fraud established Overpayment - £377.52 identified
16/07 16-19	Council Tax – Single Person Discount	Closed – no fraud detected
16/17 16-20	Housing Benefit Fraud	Referred to DWP
16/17 16-21	Housing Benefit Fraud	Referred to DWP
16/17 16-22	Unlicensed Taxi Driver and Council Tax Reduction Fraud	In progress – joint investigation with Enforcement Team (Safer & Inclusive Communities)
16/17 16-23	Potential Misuse of Inverclyde Council Organisational Blue Badge	Closed - Referred to Safer & Inclusive Communities. Training/awareness sessions for Transport staff being organised.
16/17 16-24	Housing Benefit Fraud	Referred to DWP

5 Ad hoc activities undertaken since the previous Audit Committee

- 5.1 From time to time, management will request the assistance of Internal Audit in certain activities that are in addition to the annual Operational Plan. Examples of such activities include investigations of alleged irregularities, review of changes in system procedures etc.
- 5.2 Contingency has been made available in the Operational Plan for such ad hoc activities. Since the previous Audit Committee, ad hoc activity undertaken in the period is as follows:
- Providing relevant information in relation to FOI requests.
 - Review of SPT Grant Claims.
 - Provision of advice in relation to Information Governance to HSCP Business Support staff.

INVERCLYDE COUNCIL INTERNAL AUDIT
REPORT TO AUDIT COMMITTEE ON
STATUS OF INTERNAL AUDIT ACTION PLAN POINTS (RED AND AMBER ONLY)
AT 31 DECEMBER 2016

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

There were 4 actions due for completion by 31 December 2016, one of which has been reported as completed by management and action in relation to 3 items has been revised.

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 was a total of 19 current audit action points.

Section 4 Analysis of Missed Deadlines

At 31 December 2016 there were 8 audit action points where the agreed deadline had been missed.

Section 5 Summary of Action Plan Points by Audit Year

**INVERCLYDE COUNCIL INTERNAL AUDIT
 REPORT TO AUDIT COMMITTEE ON
 STATUS OF INTERNAL AUDIT ACTION PLAN POINTS (RED AND AMBER ONLY)
 SUMMARY OF MANAGEMENT ACTION PLANS DUE FOR COMPLETION BY 31.12.16**

SECTION 2

Directorate	No. of Actions Due	No. of Actions Completed	Deadline missed Revised date set*	Deadline missed Revised date to be set*
Environment, Regeneration & Resources				
Health and Social Care Partnership (HSCP)				
Education, Communities and Organisational Development	4	1	3	
Total	4	1	3	

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

**INVERCLYDE COUNCIL INTERNAL AUDIT
 REPORT TO AUDIT COMMITTEE ON
 STATUS OF INTERNAL AUDIT ACTION PLAN POINTS (RED AND AMBER ONLY)
 SUMMARY OF CURRENT MANAGEMENT ACTION PLANS AS AT 31.12.16**

SECTION 2

CURRENT ACTIONS BY DIRECTORATE

Environment, Regeneration and Resources	
Due for completion March 2017	1
Due for completion October 2017	1
Total Actions	2
Education, Communities and Organisational Development	
Due for completion February 2017	5
Due for completion March 2017	5
Due for completion April 2017	2
Due for completion September 2017	1
Due for completion December 2017	3
Due for completion April 2018	1
Total Actions	17
Total current actions:	19

**INVERCLYDE COUNCIL INTERNAL AUDIT
REPORT TO AUDIT COMMITTEE ON
STATUS OF INTERNAL AUDIT ACTION PLAN POINTS (RED AND AMBER ONLY)
CURRENT MANAGEMENT ACTIONS AS AT 31.12.16**

SECTION 3

Environment, Regeneration and Resources

Action	Owner	Expected Date
Property Assets Management (October 2014)		
Property Management System (PAMIS) (Amber) The project plan will be implemented.	Property Assets Manager	31.03.17*
Building Services Unit (December 2016)		
Managing the BSU Budget (Amber) Management will review the level of the BSU budget surplus and ensure that all relevant costs are included within the BSU budget.	Service Manager/ BSU Co-ordinator	31.10.17

Education, Communities and Organisational Development

Action	Owner	Expected Date
CSA – Education (March 2016)		
Financial Training for Senior Management (Amber) School Support Managers will, in consultation with relevant Education Headquarters and Finance officers; <ul style="list-style-type: none"> • assess the financial training needs of Heads/Depute Heads of Establishment and Principal Teachers and maintain adequate records of those training needs; • ensure that training in financial matters is delivered uniformly across all establishments and strike an appropriate balance between formal and informal training; • organise refresher training in financial matters for Heads/Depute Heads of Establishment and Principal Teachers; • organise the consistent logging of training in financial matters; and • ensure that financial best practice is formally and routinely shared across all establishments. 	School Support Managers	28.02.17
School Inventory Procedures (September 2016)		
Non-compliance with Inventory Procedure (Red) A complete and accurate inventory will be put in place for the establishment. This will be sufficiently cross-checked against FMS for higher value items purchased. Any significant discrepancies will be highlighted as part of this check and reported as appropriate.	Education HQ/ Head of Establishment	31.03.17

* See Analysis of Missed Deadlines – Section 4

**INVERCLYDE COUNCIL INTERNAL AUDIT
REPORT TO AUDIT COMMITTEE ON
STATUS OF INTERNAL AUDIT ACTION PLAN POINTS (RED AND AMBER ONLY)
CURRENT MANAGEMENT ACTIONS AS AT 31.12.16**

SECTION 3

Education, Communities and Organisational Development (Continued)

Action	Owner	Expected Date
Inventory records will be reviewed for completeness and accuracy by Head of Establishment supported by senior management team responsible for departmental inventory records.	Education HQ/ Head of Establishment	31.03.17
Lack of adherence to Inventory Procedures (Amber) Staff responsible for inventory will receive training in the management and control of inventory.	Policy and Commissioning Team Leader	28.02.17*
Standard templates forms will be made available and all establishments will be informed to use the standard forms.	Policy and Commissioning Team Leader	28.02.17*
Items will be added to inventory at the point of receipt and high value items will be security marked on receipt.	Heads of Establishment	28.02.17*
A programme for carrying out interim checks by all establishments will be implemented.	Heads of Establishment	28.02.17*
Education HQ will carry out a sample check that the INV/9 form has been signed by the appropriate person(s)	Policy and Commissioning Team Leader	01.04.17
Corporate Health and Safety (September 2016)		
Approving priorities for the Corporate Health & Safety Team (Amber) Once agreed the Health & Safety Plan priorities will be placed on "Inverclyde Performs" with set dates for review and reporting.	Health and Safety Team Leader	31.03.17*

* See Analysis of Missed Deadlines – Section 4

**INVERCLYDE COUNCIL INTERNAL AUDIT
REPORT TO AUDIT COMMITTEE ON
STATUS OF INTERNAL AUDIT ACTION PLAN POINTS (RED AND AMBER ONLY)
CURRENT MANAGEMENT ACTIONS AS AT 31.12.16**

SECTION 3

Education, Communities and Organisational Development (Continued)

Action	Owner	Expected Date
Services will be involved in providing quarterly updates to the Corporate Health & Safety Committee.	Health and Safety Team Leader	31.12.17
The use of "Inverclyde Performs" will be investigated as a means for monitoring individual key actions relating to health and safety audit and inspection reports.	Health and Safety Team Leader	31.12.17
Planning and managing health and safety audits and inspections (Amber) Work with Internal Audit to establish if a rolling programme for the Health & Safety portion of the Control Self-Assessment audits could be put into place.	Health and Safety Team Leader	31.03.17*
The feasibility of using Figtree as a means of tracking audits will be undertaken.	Health and Safety Team Leader	30.04.17
Relevant action will then be taken if Figtree can be used to track audits.	Health and Safety Team Leader	30.04.18
Training Service staff in core health and safety duties and responsibilities (Amber) Provide training information via the WIAR report so that Services are aware of the Health & Safety training undertaken by their staff in relation to Corporate training provision.	Health and Safety Team Leader	30.09.17
Applying data retention policy to health and safety information (Amber) The retention and disposal policy will be checked for compliance and the Information Governance Officer will be advised of any changes which may be required.	Health and Safety Team Leader	31.12.17*
The feasibility of using the Figtree system for managing health and safety information is currently being explored. Relevant action will then be taken.	Health and Safety Team Leader	31.03.17

* See Analysis of Missed Deadlines – Section 4

**INVERCLYDE COUNCIL INTERNAL AUDIT
REPORT TO AUDIT COMMITTEE ON
STATUS OF INTERNAL AUDIT ACTION PLAN POINTS (RED AND AMBER ONLY)
ANALYSIS OF MISSED DEADLINES**

SECTION 4

Report	Action	Original Date	Revised Date	Management Comments
Property Assets Management (October 2014)	Property Management System PAMIS (Amber) The project plan will be implemented.	31.03.16	31.03.17	Information for some modules has now been populated and training has now been provided to other users of the system on other key modules. It is anticipated that work on populating information for these modules will be completed by 31 March 2017.
School Inventory Procedures (September 2016)	Lack of Adherence to Inventory Procedures (Amber) Staff responsible for inventory will receive training in the management and control of inventory.	30.11.16	28.02.17	The Chief Internal Auditor attended a head teachers meeting and a business support team meeting in September to raise awareness of inventory issues. Training on the new procedures including roles and responsibilities will be carried out in February for relevant staff.
School Inventory Procedures (September 2016)	Lack of Adherence to Inventory Procedures (Amber) Standard Template forms will be made available and all establishments will be informed to use the standard forms.	30.11.16	28.02.17	Procedures and forms have now been reviewed and updated. A meeting has been scheduled to discuss the new procedures as well as roles and responsibilities with relevant staff with a view to the revised procedures being fully implemented from February 2017.
School Inventory Procedures (September 2016)	Lack of Adherence to Inventory Procedures (Amber) Items will be added to inventory at the point of receipt and high value items will be security marked on receipt.	30.11.16	28.02.17	Procedures and forms have now been reviewed and updated. A meeting has been scheduled to discuss the new procedures as well as roles and responsibilities with relevant staff with a view to the revised procedures being fully implemented from February 2017.

**INVERCLYDE COUNCIL INTERNAL AUDIT
REPORT TO AUDIT COMMITTEE ON
STATUS OF INTERNAL AUDIT ACTION PLAN POINTS (RED AND AMBER ONLY)
ANALYSIS OF MISSED DEADLINES**

SECTION 4

Report	Action	Original Date	Revised Date	Management Comments
School Inventory Procedures (September 2016)	Lack of Adherence to Inventory Procedures (Amber) A programme for carrying out interim checks by all establishments will be implemented.	30.11.16	28.02.17	Procedures and forms have now been reviewed and updated. A meeting has been scheduled to discuss the new procedures as well as roles and responsibilities with relevant staff with a view to the revised procedures being fully implemented from February 2017.
Corporate Health and Safety (September 2016)	Approving Priorities for the Corporate Health and Safety Team (Amber) Once agreed, the Health and Safety Plan priorities will be placed on "Inverclyde Performs" with set dates for review and reporting.	31.12.16	31.03.17	As part of discussions with CMT it was agreed that Service specific actions require to be created through discussions with Heads of Service. This will be carried out on a phased approach with higher priority services being included in Phase 1. It is anticipated that Phase 1 will be completed by March 2017.
Corporate Health and Safety (September 2016)	Planning and managing health and safety audits and inspections (Amber) Work with Internal Audit to establish if a rolling programme for the Health and Safety portion of the CSA audits could be put in place.	31.12.16	31.03.17	An initial risk profiling exercise is being undertaken with Services which will result in a development plan for further audits which would help determine the priority for a rolling programme of audits. This will then be discussed with Internal Audit.
Corporate Health and Safety (September 2016)	Applying data retention policy to health and safety information (Amber) The retention and disposal policy will be checked for compliance and the Information Governance Officer will be advised of any changes which may be required.	31.12.16	31.12.17	The retention and disposal policy has been checked, and a Health and Safety specific operational standard requires to be developed.

**INVERCLYDE COUNCIL INTERNAL AUDIT
REPORT TO AUDIT COMMITTEE ON
STATUS OF INTERNAL AUDIT ACTION PLAN POINTS (RED AND AMBER ONLY)
SUMMARY OF ACTION PLAN POINTS BY AUDIT YEAR**

SECTION 5

The following table sets out the total number of agreed actions raised by audit year together with their completion status as at 31 December 2016.

Audit Year	Total Agreed Actions	Total Actions Completed	Total Current Actions Not Yet Due*		
			Red	Amber	Green
2008/2009	214	214	0	0	0
2009/2010	194	194	0	0	0
2010/2011	118	118	0	0	0
2011/2012	62	62	0	0	0
2012/2013	76	76	0	0	0
2013/2014	116	114	0	0	2
2014/2015	77	74	0	1	2
2015/2016	52	47	0	1	4
2016/2017	47	12	2	15	18
Total	956	911	2	17	26

*This part of the table sets out the total number of current actions not yet due at the date of the follow up report. The RED and AMBER actions are included in Section 3 of the follow up report.