

<b>REPORT TO:</b>		Audit Committee	
<b>DATE:</b>		19 September 2016	
<b>PORTFOLIO:</b>		Cllr Gareth Molineux - Resources	
<b>REPORT AUTHOR:</b>		Mark Beard – Head of Audit & Investigations	
<b>TITLE OF REPORT:</b>		<b>AUDIT FOLLOW-UPS REPORT FOR THE PERIOD JULY – SEPTEMBER 2016</b>	
<b>EXEMPT REPORT (Local Government Act 1972, Schedule 12A)</b>	<b>No</b>	Not applicable	
<b>KEY DECISION:</b>	<b>No</b>	If yes, date of publication:	

### 1. Purpose of Report

- 1.1 To inform members of the outcome of routine follow-ups following the previously agreed action plans for completed Audit Reports. The follow-ups detailed within this report are those carried out during the period July – September 2016.

### 2. Recommendations

- 2.1 I recommend that Audit Committee:
- notes the content of this report for informational purposes.

### 3. Reasons for Recommendations and Background

- 3.1 This report covers the period July to September 2016 with details of the follow-ups carried out shown at Appendix 1.
- 3.2 Following the agreement of the recommendations between Management and Internal Audit following the completion of the audit assignment, the area is revisited by Internal Audit and the recommendations are reviewed to ensure they have been implemented as agreed. This process is known as the 'Follow-Up'.
- 3.3 Internal Audit assesses the current position to what was agreed at the end of the audit. Where no action has been taken by the Service Area, then Internal Audit will question why and issue a revised Action Plan. Part of the control within this process is consideration by Audit Committee of any issues that arise. The Committee has the ability to ask questions of Management in the relative service areas why they have not

acted upon the agreed Action Plan. The Committee can also express what its expectations would be with regard to such a problem occurring.

- 3.4 Internal Audit aim to carry out a Follow Up for each completed audit area within 6 months of completion. However there are a number of exceptions to that aim:-
- i.) Follow-Up in 6 months would be pointless if the recommendations are low enough priority to allow a longer time frame.
  - ii.) Work of the Audit Team does not allow the Follow-Up to be carried out. Although Follow Ups are an important part of the process the Head of Audit & Investigations must always weigh this against the need for achieving the Audit Plan and auditing the risks the Council faces.
  - iii.) There were no recommendations arising from the original audit.

#### 4. **Alternative Options considered and Reasons for Rejection**

- 4.1 Not applicable as the report is for informational purposes only.

#### 5. **Consultations**

- 5.1 No consultations required as this report is based on data and information held by the audit team based on the work completed...

#### 6. **Implications**

<b>Financial implications (including any future financial commitments for the Council)</b>	There are no financial implications arising from this report
<b>Legal and human rights implications</b>	There are legal or human rights implications arising from this report.
<b>Assessment of risk</b>	Risks are taken into consideration during the audit process itself, there is no direct risk implication from this report.
<b>Equality and diversity implications</b> <i>A <a href="#">Customer First Analysis</a> should be completed in relation to policy decisions and should be attached as an appendix to the report.</i>	This report is produced for information awareness of the progress of the Audit Team in terms of following up on actions previously agreed for implementation at the end of an audit assignment. Whilst individual actions may occasionally have equality or diversity requirements, this report does not as it is presenting facts from other sources.

7. **Local Government (Access to Information) Act 1985:**  
**List of Background Papers**

7.1 No background papers were necessary for the preparation of this report.

## APPENDIX 1

### AUDIT COMMITTEE – 19<sup>th</sup> September 2016

#### Follow-Ups July – September 2016

##### Follow-Ups Carried Out

The following Follow-Ups were carried out during the period July 2016 to September 2016:-

- Business Continuity Planning
- Insurance Arrangements
- Network Controls
- Pest Control

##### Issues arising from follow-up

- The table below shows an analysis of the results of the above Follow-Up work having taken place:-

Audit Area	No. of Actions Agreed as Reported	No. of Actions Agreed Implemented	Comments
Business Continuity Planning	2	1 Implemented 1 Ongoing	The area implemented related to ensuring all the business continuity plans had been reviewed and updated and were available online as well as locally in the service areas responsible. The ongoing area relates to a process being put in place to ensure that all plans are reviewed annually.
Insurance Arrangements	2	1 Implemented <b>1 NOT IMPLEMENTED</b>	The implemented area relates to reminding staff about the processes in place for the Insurance Database and claims processes. The area <b>not implemented</b> relates to a bespoke system being in place that can monitor when public liability certificates expire for Market Traders rather than the current annual check that takes place. The bespoke system has not been put in place and changes have not been made to the checking procedures for public liability certificates.
Network Controls	1	1 Implemented	The implemented area relates to increasing staff awareness of key

			policies surrounding security, infrastructure and other aspects of Network Controls. This has been carried out.
Pest Control	4	2 Implemented 2 Partially Implemented	The 2 implemented areas relate to the documenting of certain contracts and charging protocols and the 2 partially implemented areas relate to the reviewing by Legal Services of the Commercial Services Contract and ensuring that signed Service Level Agreements are in place with 2 organisations that the Pest Control Team work with. Steps have been taken to address both of the partially implemented areas and both should be finalised in due course.