

WAVERLEY BOROUGH COUNCIL
AUDIT COMMITTEE – 21 JUNE 2016

Title:

PROGRESS ON THE IMPLEMENTATION OF INTERNAL AUDIT RECOMMENDATIONS

[Wards Affected: All]

Summary and purpose:

To inform the Audit Committee of Senior Management's progress in implementing the recommendations raised by Internal Audit following a review in their service areas. This report will enable the Committee to consider what action is required in respect of those that are overdue or appear likely to be implemented later than the target date.

How this report relates to the Council's Corporate Priorities:

Internal Audit work contributes to the safeguarding of assets against loss and waste and for identifying other value or money issues.

Financial Implications:

Internal audit work helps management in achieving good value for money and, individual recommendations may have value for money implications.

Legal Implications:

There are no direct legal implications, although good governance is strengthened by attention to the matters raised in audit recommendations.

Introduction

1. This report provides the Audit Committee with the latest position regarding the implementation of Internal Audit recommendations.
 2. Annexe 1 provides the current position on recommendations due for completion at the end of the month of the Audit Committee date.
 3. Annexe 2 details the request for change of implementation due date.
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Conclusion

4. Recommendations relate to the control environment and hence the overall governance and risk management of the Council and it is important that agreed actions are completed within timeframes agreed with the relevant Head of Service.

Recommendation

It is recommended that the Committee:

1. considers the information contained in Annexe 1 and identifies any action it wishes to be taken; and
 2. agrees an appropriate implementation date for the recommendations listed in Annexe 2.
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Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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ANNEXE 1

Audit Recommendations overdue or due within next month

Generated on: 21 JUNE 2016



Action Status	
	Cancelled
	Overdue; Neglected
	Unassigned; Check Progress
	Not Started; In Progress; Assigned
	Completed

Head of Service Vickers, Peter

Action Code & Description	IA16/14.001 Contract Procedure Rules	The Contract Procedure Rules state that contracts greater than £25,000 in value must be included on the Contract Register. This does not align to the Transparency Code which requires any contracts greater than £5,000 to be included.	Exit Meeting Date	29-Jan-2016
			Due Date	30-Jun-2016
Audit Report Code and Description		IA16/14 In-Tend Procurement Portal		
Agreed Action		The Contract Procedure Rules will be updated to state that any contracts greater than £5,000 should be included on the Contracts Register.		
Status		In Progress	Progress	90%
			Head of Service	Peter Vickers
All Notes	A procurement governance group has been convened meeting 4 weekly, CPR review is part of the groups remit. Consultation meetings with services have taken place, training sessions delivered and individual team specific procurement seminars help. The £5k is widely communicated and consulted upon, the requirement will be included in the CPR's next revision due to go to September audit committee. Therefore a request that the implementation date is revised to 30 September 2016 is included in Annexe 2 below.			13-May-2016

Head of Service Wagstaff, Hugh

Action Code & Description	IA16/16.002 Premises Information Packs	The Council is required to implement the roll out of Premises Information Packs in relevant buildings.	Exit Meeting Date	24-Dec-2015
			Due Date	30-Jun-2016
Audit Report Code and Description		IA16/16 Housing Asbestos Follow Up		
Agreed Action		Agreed		
Status		In Progress	Progress	70%
			Head of Service	Hugh Wagstaff
All Notes	Sheltered Schemes PIP in place - Community rooms and corporate properties being rolled out.			17-May-2016
	Status remains the same as PIPs to community rooms and corporate buildings still ongoing. Community rooms & corporate Properties will have PIPs rolled out by end of June 2016.			09-Jun-2016

ANNEXE 2

Internal Audit Recommendations presented to the Audit Committee for status change of Due Date on Covalent

Report ref/ recommen dation ref	Title	Recommendation	Justification/ Reason for change in implementation date	Responsible Officer
IA16/14.001	Contract Procedure Rules	The Contract Procedure Rules state that contracts greater than £25,000 in value must be included on the Contract Register. This does not align to the Transparency Code which requires any contracts greater than £5,000 to be included.	<p>A procurement governance group has been convened meeting 4 weekly, CPR review is part of the groups remit. Consultation meetings with services have taken place, training sessions delivered and individual team specific procurement seminars help. The £5k is widely communicated and consulted upon, the requirement will be included in the CPR's next revision due to go to September audit committee.</p> <p>Therefore a request that the implementation date is revised to 30 September 2016.</p>	Head of Finance – Peter Vickers