

Bridgend County Borough Council
Audit Committee
4th October 2006
Report of the Chief Internal Auditor

Completed Audits

PURPOSE OF REPORT

1. To summarise for members the findings of the audits recently completed by the Internal Audit Division.

COMPLETED AUDITS

2. These are summarised in the following table.

Report	Draft Report Issued	Audit Days	Key Messages	Audit Opinion	Key Action Plan Dates
Democratic & Admin	July 2006	15	<ul style="list-style-type: none"> • Small number of minor recommendations made – implemented immediately 	Well Controlled	N/A
Pensions	Aug 2006	20	<ul style="list-style-type: none"> • Minor improvements to reconciliation processes needed and implemented during audit. 	Satisfactory	N/A
Housing Register	May 2006	10	<ul style="list-style-type: none"> • Additional training needed in use of Anite IT system. • Need to restrict access to IT system a little to lessen risk of error. • Data retention policy needed for applications 	Satisfactory	Sept 06

Report	Draft Report Issued	Audit Days	Key Messages	Audit Opinion	Key Action Plan Dates
Homelessness	May 2006	12	<ul style="list-style-type: none"> • An assessment of the level of formal interaction between the Homelessness and Housing Advice Function Section and the Housing Benefit Section • The importance of an annual review of charges for the Brynmenyn Homelessness Unit • The requirement for a risk assessment on lone-working at the Brynmenyn Homelessness Unit • A requirement for staff training on the Anite computer system. This issue has however been addressed in an audit report relating to the Housing Register 	Satisfactory	Oct 2006
Housing Renewal	June 2006	15	<ul style="list-style-type: none"> • Clarifications needed in documentation on BCBC's responsibilities in respect of work done, and data sharing for anti- fraud work. • Improvements needed in evidence of waiting list monitoring. • Minor efficiency improvements possible with removal of need for full re-test of resources in some cases. 	Satisfactory	Oct 2006

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Creditors	Sept 06	20	<p>It is pleasing to note the improvements that have been achieved, including:</p> <ul style="list-style-type: none"> • A reduction in the number of emergency cheques being raised by the section • The continued trend in the shift towards BACS payments in 2005/6 which can be largely attributed to the continued efforts of the central purchase ledger staff. • The progress in archiving data and the deletion of 4,500 redundant suppliers from the Purchase Ledger system. • The despatch of remittance advice details via E-mail in compliance with E-Government requirements providing cost savings and a reduction in the number of queries received. • A small number of recommendations for further improvements have been made. 	Satisfactory	Oct 2006
Building Control	June 2006	13	<ul style="list-style-type: none"> • Significant strengths found in course of audit. • Service is self financing but a policy is needed on use of surpluses & deficits • Few other recommendations made. 	Satisfactory	Immediate

Report	Draft Report Issued	Audit Days	Key Messages	Audit Opinion	Key Action Plan Dates
Meals on Wheels	Oct 2005	15	<ul style="list-style-type: none"> • Robust systems are in operation. • However there are a number of areas which would benefit from enhancement in order to reduce duplication of effort and administration time. 	Satisfactory	March 2006

3. I must apologise for the last of these reports , Meals on Wheels, this was completed some time ago and was omitted from previous committee reports in error.
4. I will be happy to deal with any points members wish to raise on these audits or if they wish produce fuller reports on selected reports to the next meeting.

RECOMMENDATION

5. That members note completion and key messages arising from the above audits.

Nyall Meredith

Chief Internal Auditor

Contact officer tel: Nyall Meredith, Chief Internal Auditor, 754901

Background documents:

Audit Reports within the internal audit division.