

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO AUDIT COMMITTEE 9th July 2008

REPORT OF THE CORPORATE DIRECTOR - RESOURCES

COMPLETED AUDITS

1. Purpose of Report.

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

2. Connection to Corporate Improvement Plan / Other Corporate Priority.

- 2.1. Internal Audit's work impacts on all of the Corporate Improvement Plan/other corporate priorities.

3. Background

- 3.1. Internal Audit conducts reviews according to an annual audit plan and reports findings to Audit Committee.

4. Current situation / proposal.

- 4.1. Recently completed audits are summarised in the following table:

Report	Draft Report Issued	Audit Days	Key Messages	Audit Opinion	Key Action Plan Dates
Libraries Follow – Up Audit	February 2008	2	<ul style="list-style-type: none">• Follow-up of progress on previously agreed recommendations.• 4 recommendations remain outstanding covering issues of income reconciliation, control of assets and embedding consistent procedures.• Revised Action Plan agreed	Adequate Assurance	July – December 2008

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Council Tax & NNDR	February 2008	35	<ul style="list-style-type: none"> • Overall processes operating effectively. • Challenging targets set for collection rates. • Targets mostly being met. • Improved use of electoral register to verify Single Person Discounts • Improved recovery timetable. • Lack of formal agreement with our recovery company. • Need for more timely completion of some reconciliations 	Adequate Assurance	July 2008
Treasury Management	May 2008	18	<ul style="list-style-type: none"> • The Treasury Management system is administered by experienced staff complemented by independent treasury management consultants. • Consequently, there are no recommendations on this occasion. 	Substantial Assurance	None
Housing Benefits	April 08	35	<ul style="list-style-type: none"> • Overall processes operating effectively. • Comprehensive Training Programme in place • High Performance on KPIs both national and local • Rated 'Excellent' by DWP. • There are concerns with respect to delays in recovering overpayments post final invoice. • Controls over the write off procedures would be enhanced by improving segregation of duties. 	Adequate Assurance	June to October 2008

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Street Lighting	March 2007	30	<ul style="list-style-type: none"> • Good work carried out by the street lighting team in maintaining the streetlights and illuminated signs across the authority. • Strives to meet repair targets • Good evidence to demonstrate that the authority delivered urgent responses to situations where the team or the police felt there was an increased risk. • Good performance on K.P.I.s • Issues of environmental sustainability are taken seriously. • Good Co-operation with crime reduction initiatives <p>However we have concerns over:-</p> <ul style="list-style-type: none"> • The absence of a formalised structural/electrical inspection scheme for street lighting. • Lack of evidence of VFM in awarding work to DSO. 	Adequate Assurance	May 2008 to April 2009
Catering Follow-up	March 2008	2	<ul style="list-style-type: none"> • Follow-up of progress on previously agreed recommendations. • No agreed recommendations remain outstanding . • Some areas of disagreement will be covered in future audits. 	Adequate Assurance	None

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Bryngarw Follow-up	February 2008	2	<ul style="list-style-type: none"> • Follow-up of progress on previously agreed recommendations. • 1 recommendation was in the process of being implemented at time of audit. 	Adequate Assurance	None
School Governance Follow-up	March 2008	2	<ul style="list-style-type: none"> • Follow-up of progress on previously agreed recommendation . • 1 recommendation remain outstanding covering monitoring of Governors' attendance • Revised Action Plan agreed 	Adequate Assurance	Summer 2008
Building Control Follow-up	January 2008	2	<ul style="list-style-type: none"> • Follow-up of progress on previously agreed recommendations. • 3 recommendations remain outstanding covering issues of income collection & verification and need for policy on treatment of future surpluses & deficits. • Revised Action Plan agreed 	Adequate Assurance	Immediate
Shoemaker Row Follow up	February 2008	4	<ul style="list-style-type: none"> • Follow-up of progress on previously agreed recommendations. • 2 recommendations remain outstanding covering issues of insurance and publicity. • Revised Action Plan agreed 	Adequate Assurance	Immediate
Junction 36 Follow up	February 2008	4	<ul style="list-style-type: none"> • Follow-up of progress on previously agreed recommendations. • 3 recommendations remain outstanding covering issues of insurance, selection of contract type and grant claim conditions. • Revised Action Plan agreed 	Adequate Assurance	Immediate

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Refuse Collection Follow-up	January 2008	2	<ul style="list-style-type: none"> • Follow-up of progress on previously agreed recommendations. • 1 recommendation remains outstanding covering an issue of documentation. • Revised Action Plan agreed 	Adequate Assurance	immediate
Architects Follow-up	January 2008	2	<ul style="list-style-type: none"> • Follow-up of progress on previously agreed recommendations. • 1 recommendation remains outstanding covering issues of completion certificates • Revised Action Plan agreed 	Adequate Assurance	Immediate
Mechanical & Electrical Engineering	January 2008	2	<ul style="list-style-type: none"> • Follow-up of progress on previously agreed recommendations. • All recommendations appear to have been implemented or are in the process of being implemented. Although in one case we were unable to test implementation due to rarity of the risk concerned. • Revised Action Plan agreed 	Adequate Assurance	Immediate
Youth Service	May 2008	30	<ul style="list-style-type: none"> • Service was seen to be well managed. • Being reviewed by an external consultant so we have not duplicated his/her work. • No significant recommendations made although we made a number of recommendations on matters we considered 'merited attention'. 	Adequate Assurance	May June 2008

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Web Enabled Services	May 2008	30	<ul style="list-style-type: none"> • Services to public and staff through internet and intranet of prime importance to Customer Care Programme. • Provision has been assessed as 'Standard' by Socitm in 2007. • Target has been set to achieve the next highest classification of 'Transactional'. • Audit re-performed the Socitm exercise and found significant improvement although would still classify as 'Standard' • Not yet the finished article but heading in the right direction 	Adequate Assurance	December 2008

4.2. I will be happy to deal with any points members wish to raise on these audits or if they wish to produce a fuller report at the next meeting

5. Effect upon Policy Framework & Procedure Rules.

5.1. None

6. Legal Implications.

6.1. There are no legal implications.

7. Financial Implications.

7.1. None

8. Recommendation.

8.1. That Members note the report

Gareth Moss
Director of Resources
1st July 2008

Contact Officers: Nyall Meredith – Chief Internal Auditor

Telephone: (01656) 754901

E-mail: nyall.meredith@bridgend.gov.uk

Postal Address

Bridgend County Borough Council
Brackla House
Brackla Street
Bridgend
CF31 1BZ

Background documents

Internal Audit reports relating to the above audits held within the Internal Audit Division