

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO AUDIT COMMITTEE

20 January 2011

REPORT OF THE HEAD OF PROPERTY & FINANCE

COMPLETED AUDITS

1. Purpose of Report .

1.1 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 the Corporate Improvement Plan and 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	System Overview	Work Finalised	Audit Days	Key Messages	Audit Opinion	Key Action Plan Dates
Establishments Assurance	The key purpose of this review is to identify to what extent reliance can be placed on other review agencies (e.g. CSSIW) on their work by the Chief Internal Auditor when giving the annual opinion on the adequacy of internal controls. This review focussed on residential and day care.	December 2010	9	Work of the BCBC Safeguarding team continues to be thorough. CSSIW reports are now signed off by Heads of Service and Internal Audit receives copies of CSSIW reports as a matter of course. CSSIW reports have identified shortcomings in staff recruitment procedures in Adult Social Care including references, gaps in employment history and CRB checks. Correspondence between Heads of Service and CSSIW confirms appropriate action has since been taken.	Reasonable	Not Applicable
Tendering	When tendering for contracts the Authority's Contract Procedure Rules must be adhered to. An audit of compliance was undertaken in Architectural Services,	January 2011	25	Generally there were good systems in place to ensure compliance with regulations. Recommendations were made to some departments. E.g. Ensure contractors have adequate financial standing, invite sufficient	Reasonable	Immediate

	Engineering, Building Maintenance and Conservation & Environment.			bidders and follow correct procedures when deviating from normal procedures such as single tendering.		
Members' Allowances, Expenses & Hospitality	Members received some £947k in 2009/10 in basic and special responsibility allowances, mileage and other expenses. A review was carried out to ensure compliance with regulations and guidance.	January 2011	16	Claim forms were fully completed with an adequate audit trail and complied with guidelines. Recommendations were made in respect of the hospitality register and guidance given to Members on hospitality.	Reasonable	Immediate
ICT Business Continuity & Disaster Recovery Test	To provide assurance that ICT functionality can be restored and/or maintained after a disaster, it is important to have a regular testing regime in place. High priority systems have tested resilience therefore it was decided to conduct this test on a system which resided on a Tier 3 server (lower priority). As the server had been 'virtualised' before the test began, it meant that it did not have to be physically rebuilt.	December 2010	5	Without virtualisation, the timescale required to rebuild the server physically would have been greatly increased: estimate of up to 48 hours. Instead everything was up and running in well under 2 hours, with the system restored to its former state and with no loss or corruption of data. This indicates the effectiveness of a virtualised system with greatly increased efficiency and significantly reduced downtime.	Substantial	Not Applicable

4.2 Members are invited to raise any issues on these audits or to request the production of a fuller report at the next meeting.

5. Effect upon Policy Framework & Procedure Rules.

5.1 None

6. Equality Impact Assessment.

6.1 There are no equality issues

7. Financial Implications

7.1 None.

8. Recommendation.

8.1 That the Committee note the report.

Allan Phillips
Head of Property & Finance
20 January 2011

Contact Officer: Helen Smith – Chief Internal Auditor

Telephone: (01656) 754901

Email: internalaudit@bridgend.gov.uk

Postal address: Bridgend County Borough Council
Internal Audit
Innovation Centre
Bridgend Science Park
Bridgend
CF31 3NA

Background documents:

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