

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO AUDIT COMMITTEE

10th November 2011

REPORT OF THE ASSISTANT CHIEF EXECUTIVE - PERFORMANCE

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 Objectives / Other Corporate Priorities.

2.1. Internal Audit's work impacts on the Corporate Improvement Objectives /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	<p>Adult Social Care and Safeguarding & Family Support operate in excess of 30 establishments across the county borough. The establishments are subject to review by bodies such as the CSSIW, BCBC Members, BCBC H&S and statutory visits. In order to avoid duplication of work, and in so doing reducing the burden of audit and inspection, Internal Audit established what risks and controls are examined by these other bodies, what reliance it can place upon this work and develop a strategy from which it can gain ongoing assurance.</p>	September 2011	19 days	<p>During the audit a number of strengths and areas of good practice were identified as follows:</p> <ul style="list-style-type: none"> • The Safeguarding team continued to provide assurance to maintain financial controls across establishments. • Section 32 visits (children's homes) were carried out regularly and to a good standard. <p>The following key issue was identified during the audit which needs to be addressed:</p> <ul style="list-style-type: none"> • Regulation 27 visits (adult establishments) require improvement to the recording of visit information and frequency of reports (this was being addressed by the officer at the time of the audit). <p>Overall, it was identified that there are some gaps in the assessment of risks in areas not covered by the review bodies. Internal Audit will take account</p>	Reasonable	September 2011

				of these risk areas when producing the annual plan.		
Purchasing Cards	A follow up review was undertaken due to limited assurance in a previous report	September 2011	12 days	Substantial improvement has been made. Only one significant recommendation relating to improved monitoring unauthorized transactions has been made.	Reasonable	Immediate
Procurement	Central Procurement Unit provides strategic advice and support to continuously improve value for money for all goods and services that the Authority procures.	October 2011	34 days	A procurement strategy with measurable outcomes is in place. Contract Procedure Rules are being revised and the approved list is well maintained. Improvements have been recommended in promoting further progress in BCBC, use of reports and reviews of spend.	Reasonable	December 2011
Creditors	Approximately £154m is paid by the Authority via the Creditors system. A review was carried out of the central controls and a sample of transactions in Wellbeing Directorate. A significant amount of computer based interrogation of the data was undertaken.	October 2011	10 days	The Authority continues to maintain high rates of payment within 30 days at 98% with continued progress in increasing payment via BACS. Recommendations were made regarding audit trails and high numbers of low value transactions in areas within Wellbeing.	Reasonable	March 2012
Waste Management	A review was undertaken of refuse collection contract	October 2011	36 days	The service has documented £1.6m of savings whilst also improving waste recycling to	Reasonable	March 2012

	monitoring, payments, performance information and plans to meet the Welsh Government's strategy 'Towards Zero Waste'			become one of the best performing in Wales. A key issue to be addressed is the need to improve by a further 18% on existing levels. There is also a potential additional burden of £600,000 in 2014/15 if landfill remains at current levels.		
Learning Difficulties Day Centre Project Management	A review was carried out on the project management of this scheme	September 2011	15 days	The project management toolkit was used with detailed option appraisal and risks monitored. Improvements have been suggested in relation to more robust costing of risks and changes to Contract Procedure Rules.	Reasonable	October 2011
Community Focused Schools Grant	£244k was received in 2010/11 for community focused school activities, small and rural schools and childcare.	October 2011	3 days	Suitable controls were identified as being in place to manage the grant money in accordance with the Terms and Conditions of the grant.	Substantial	N/A
Capital Programme	The Capital Programme for 2011/12 Financial year was approved by Council on 23 rd February 2011 for £32.6m	October 2011	8 days	Risk register to be prepared for 2012/13 Capital Programme.	Reasonable	February 2012
Direct Payments (Children's and Wellbeing)	Direct Payments are a form of financial aid provided to people entitled to care from social services; the financial aid is given to users in lieu of care	October 2011	23 days	Strengths identified include: <ul style="list-style-type: none"> • Regular monitoring of direct payment accounts. • Payments made to users were seen to be correct to the direct payment entitlements as per the 	Reasonable	December 2011

	<p>services provided by the Authority. The aim of Direct Payments is to help support users in independent living and to provide them with the freedom, choice and flexibility in the care services they receive.</p>			<p>agreed care plans.</p> <ul style="list-style-type: none">• Evidence that monies owed to the Authority had been recovered. <p>Improvements need to be made in relation to:</p> <ul style="list-style-type: none">• The procedural guidance issued to care managers is out of date and does not reflect the new legislation introduced in 2011.• The agreement that the Authority requires users to sign requires updating.• The contract for the support services received from Shaw Trust has not been signed.		
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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 Members note the report

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02/11/2011

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Background documents

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