

The Highland Council

Audit and Scrutiny Committee – 24th November 2016

Agenda Item	5
Report No	AS/21/16

Action Tracking Report

Report by the Corporate Audit Manager

Summary

The Audit and Scrutiny Committee receives a six-monthly update to provide assurance that the agreed actions arising from audit reports have been satisfactorily implemented. This report provides information regarding the most recent action tracking undertaken since the last update provided to Committee on 16/06/16. This update covers the period from 01/05/16 to 31/10/16.

1. Action Tracking Process

1.1 The action tracking process operates as follows:

- (1) Audit reports contain an Action Plan which details the areas of concern; management agreed action; target date for implementation; and the title of the Officer responsible for implementation.
- (2) Once all of the target dates in the audit report have passed, the audit recommendations are action tracked. This involves contacting the appropriate Manager(s) to confirm that the agreed actions have been implemented.
- (3) Where the agreed management action has not been undertaken, an explanation is requested. However, if this response is considered to be unsatisfactory, it is subject to further audit enquiry and/ or investigation. A revised implementation date will be agreed and this is action tracked once this date has expired.
- (4) Where the action is not implemented by the agreed date and a revised date is agreed, this is reported back to the Audit and Scrutiny Committee (ASC) Committee. In addition, where target dates have been changed, this is also reported.

1.2 Where an audit is undertaken on an annual basis such as Leader Programme and Compliance with the Carbon Reduction Commitment Energy Efficiency Scheme, the management agreed actions are followed up as part of the following's year's audit work. Any outstanding recommendations are carried forward into the following year's report.

2. Action Tracking/ Follow-up Findings

2.1 The report attached as **Appendix 1** provides a summary of all audit reports issued which have been subject to the action tracking/ follow up process outlined above. This shows that a total of 92 audit recommendations were made and the current position is that:

- 82 (89%) actions have been satisfactorily implemented which includes a number of actions which previously had revised target dates.
- 6 actions have not yet been implemented and have revised target dates. These relate to:

(i) Ben Wyvis Primary School

This high grade action had 2 agreed actions. The first which had a target date of 30/11/15 (revised to 30/06/16) related to a review of the role of the Capital Clerk of Works. The second part related to the provision of electronic tablets to the Project Clerk of works which had a target date of 31/03/16 (revised to 30/09/16). Both of these actions now have an amended target date of 31/12/16 as the Service is undergoing a recruitment phase for Clerk of Works and Building Inspector positions and the Clerk of Works role is also being reviewed. Furthermore, the Service has just accepted the tender for the new Health & Safety file software which provides site quality monitoring and it will take time to roll out the tablets and software access/ training to the area based Clerk of Works.

(ii) Governance of Inverness Old Town Arts and Inverness City Arts Group

A revised date of 30/09/16 was agreed for the 2 outstanding actions which have been actively pursued by officers, the Head of Corporate Governance is currently considering what further action can be taken.

(iii) School Off-Site Excursions

The first low grade action relates to consideration whether the current guidance provided to Head Teachers is sufficient. Discussions have taken place on the best mechanisms for engaging with Head Teachers and any changes in approach will be mindful of avoiding additional burdens on Head Teachers. The target date has been revised from 30/06/16 to 31/12/16.

The second high grade action relates to the need for a revised minibus policy and supporting guidance. Due to a change in direction, the agreed action has been revised as follows:

“Care and Learning have been reviewing the minibus policy revisions, with input from Community Services, to ensure the policy is consistent with corporate compliance and guidance reviews being undertaken by the Council’s Fleet Manager. It is intended that this will be taken to Committee in January 2017.”

The original target date for this action was 30/04/16 which was then revised to 31/10/16. A new target date of 31/01/17 has now been agreed.

(iv) Administration of Fuel (follow up)

One part of a medium grade action is outstanding which relates to a review of the fuel tank network. Work is on-going but is more significant than originally thought due to the types of fuel distribution in place across the Council. The original date for this was 30/04/16 but has been extended to 28/02/17 to ensure that a robust recording and monitoring process is in place.

- 4 actions have not been implemented and have been made redundant as these related to the Community Challenge Fund which is no longer in operation.

Audits with revised target dates and actions carried forward into the following year's report are action tracked once the target dates have passed in order to ensure that the agreed actions have been satisfactorily implemented. The outcome of this will be included in the next annual action tracking report to Committee. Therefore, Committee can be assured that all agreed actions are subject to a robust action tracking process and are informed of the results on an annual basis.

3. Implications

- 3.1 There are no Resource; Legal; Equalities; Climate Change/Carbon Clever; Risk and Gaelic and Rural implications arising from this report.
- 3.2 The implementation of the management agreed actions will reduce the risk exposure to the Council.

Recommendation

The Committee is asked to note the action tracking information provided including the revised target dates for the completion of outstanding actions.

Designation: Corporate Audit Manager

Date: 15th November 2016

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Background Papers:

Appendix 1

Action Tracking Report - Highland Council Completed Actions

Report Ref and Name	Final Issued	Number of Recommendations	Number				Comments
			Cleared	Date Revised	No Action	Outstanding	
HA20/009.bf.bf - ICT Contract	11/06/13	14	14	0	0	0	When previously reported 1 action had a revised target date. This has now been completed.
HA20/010.bf.bf - Information Security	19/03/14	7	7	0	0	0	When previously reported 1 action had a revised target date. This has now been completed.
HH01/001.bf - Business Continuity Planning arrangements (follow-up)	09/09/14	8	8	0	0	0	When previously reported, 1 action had a revised target date. This has now been completed.
HDA14/001.bf - Investigation into Housing Revenue Account reconciliation process	09/06/15	4	4	0	0	0	When last reported 1 action had a revised a target date and 1 was outstanding. All actions have now been completed.
HAD06/002.bf - Capital Contracts - Ben Wyvis Primary School	16/09/15	17	16	1	0	0	
HA02/001.bf.bf - Governance of Inverness Old Town Arts and Inverness City Arts Group	17/09/15	8	6	2	0	0	
HAD05/001.bf - SEEMIS	21/09/15	5	5	0	0	0	When previously reported, 1 action had a revised target date. This has now been completed.
HBB01/003.bf - Review of corporate control of overtime	22/09/15	4	4	0	0	0	

Report Ref and Name	Final Issued	Number of Recommendations	Number				Comments
			Cleared	Date Revised	No Action	Outstanding	
HCA16/002 - Online Payments review	22/09/15	5	5	0	0	0	
HDB05/002.bf - Income Systems	05/11/15	3	3	0	0	0	When last reported, 2 actions had revised target dates. These have now been completed.
HAB01/005 - School off-site excursions (follow-up)	08/12/15	3	1	2	0	0	
HFA06/001.bf - Community Challenge Fund - Governance Arrangements	04/03/16	4	0	0	4	0	
HCC03/001.bf.bf - Administration of Fuel	25/04/16	7	6	1	0	0	
HED02/002.bf - Compliance with the Carbon Reduction Commitment Energy Efficiency Scheme 2014-15	11/05/16	2	2	0	0	0	
HCA02/001.bf - Housing Rents	04/10/16	1	1	0	0	0	
Totals		92	82	6	4	0	