

Audit Committee

17 October 2014

Internal Audit Working Group

Purpose of Report: Progress report

The Group has met once since the last report to Audit Committee:

Housing Repairs and Maintenance	The Interim Head of Housing gave a presentation on the future of the service. New IT systems will be rolled out in November 2014 as Phase 1 of a development. Phase 2 will probably necessitate a new scheduling system to be acquired and this is to be included within the ICT Strategy
ICT	<p>Business continuity is progressing in line with corporate requirements. There is no longer the need for a physical structure to provide backup. Email is hosted by the Health Board and is fully resilient. Draig will be replaced early in the new year. Work still needs to be undertaken to ensure internet connectivity is resilient</p> <p>Concerns had been raised regarding the robustness of procedures to ensure the Authority's assets are safeguarded in the event of staff leaving. A small sample was conducted by Internal Audit and those employees who had left the service had reported that equipment had been returned. However there is a lack of process to ensure management are in full control. There were further concerns that a number of laptops etc are being retained in service areas but are not being used and could be effectively redistributed within the Authority. It was also drawn to the Group's attention that some devices are procured outside of the approved process.</p> <p>The Group have written to the Portfolio Holder and Management Team seeking assurances that these matters are being addressed.</p>
Business Continuity	Work has progressed on bringing Business Continuity up to date. The Corporate Continuity Plan will be submitted to Audit Committee on 17 October. Work is also recommencing on the Risk Register and a progress report will also be brought to Audit Committee
High School Balances	An Internal Audit highlighted that significant balances were being held in some schools. A problem of over

	advances by the Authority has been made over a number of years and plans are in place to recover these funds. A systemic weakness was identified and balances have not been reconciled at year end for several years.
Civil Parking Enforcement	The Group have previously been concerned at the number of tickets issued per officer. The most recent figures show that this has fallen again. The matter was referred to Joint Chairs Steering Group for agreement to proceed to a scrutiny review.
Fraud Update	The Internal Audit Manager provides an overview of current fraud cases at each meeting. A Corporate Fraud Team has been established to look at external facing services – council tax benefit, single person discount, direct payments etc. It is expected that the Team will report to the Internal Audit Working Group

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Sources: Notes of meeting held 18 September 2014

Group Membership: County Councillors A W Davies, E R Davies, S C Davies, F Jump, J G Morris, D A Thomas and Mr J Brautigam