

**ANGUS COUNCIL**

**SCRUTINY AND AUDIT COMMITTEE – 12 NOVEMBER 2013**

**INTERNAL AUDIT ACTIVITY UPDATE**

**REPORT BY SERVICE MANAGER - GOVERNANCE**

**ABSTRACT**

This report provides the Internal Audit Activity update on the main findings of internal audit reports issued since the date of the last Scrutiny and Audit Committee.

**1. RECOMMENDATIONS**

It is recommended that the Scrutiny and Audit Committee:-

- (i) Note the update on progress with the 2013/14 Internal Audit Plan
- (ii) Note that Internal Audit will bring back to future committees update reports in relation to follow up audits including any outstanding actions
- (iii) Note the update provided in respect of Internal Audit involvement in undertaking investigations
- (iv) Approve the new Internal Audit Report Finalisation Protocol.

**2. INTRODUCTION**

The annual internal audit plan was ratified by the Scrutiny and Audit committee and an update report is submitted to each meeting of the committee. The report outlines progress in delivering the plan and provides a summary of the audit reports issued during the reporting period.

Internal Audit issue a formal report for each audit undertaken as part of the annual audit plan. Each audit report contains an action plan which incorporates all the recommendations made. This action plan, prepared under SMART (Specific, Measurable, Achievable, Realistic, Timed) criteria, is agreed with management who nominate persons responsible for taking forward the actions and who set their own completion date for each action. This agreed action plan forms an integral part of the final audit report and audit recommendations are ranked to indicate materiality.

**3. AUDIT FOLLOW UP**

As part of the ongoing audit process, internal audit review the implementation of the recommendations utilising the agreed action plan as the base for the follow up audit. A follow up audit report/memorandum is then issued to the client.

**4. ROLE OF THE SCRUTINY & AUDIT COMMITTEE**

Presented as part of this update report are summaries of the audit report findings which highlight the main areas arising. Full copies of the reports are available from Internal Audit on request, to any member.

The terms of reference of the committee involve consideration of the outcomes of internal audit reports. It is therefore recommended that, at this meeting, members note the content of the summaries, provide any commentary and note that Internal Audit will provide update reports on follow up audits including any outstanding actions.

**5. FINANCIAL IMPLICATIONS**

There are no financial implications arising directly from this report.

**6. HUMAN RIGHTS IMPLICATIONS**

There are no Human Rights implications arising directly from this report.

**7. EQUALITIES IMPLICATIONS**

The issues contained in the report fall within an approved category that has been confirmed as exempt from an equalities perspective.

**8. CONSULTATION**

The Chief Executive, Strategic Directors of Communities, People and Resources, Head of Legal & Democratic Services and Head of Corporate Improvement & Finance have been consulted in the preparation of this report.

**JANINE WILSON  
SERVICE MANAGER - GOVERNANCE**

**NOTE:** No background papers, as defined by Sections 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing this report.

Gov/JW/SC

**List of Appendices**

[Internal Audit Update Report](#)