

# **WEST DUNBARTONSHIRE COUNCIL**

## **Report by Executive Director of Corporate Services**

**Audit and Performance Review Committee: 25 September 2013**

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### **Subject: Audit Action Plans**

#### **1. Purpose**

**1.1** The purpose of this report is to advise Committee of:

- Recently issued Internal Audit action plans; and
- Progress made against action plans previously issued contained within Internal Audit and External Audit reports.

#### **2. Recommendations**

**2.1** Members are asked to consider and note the contents of this report.

#### **3. Background**

**3.1** When audit reports are issued by External and Internal Audit departmental management agree an action plan in relation to issues highlighted by the audit report. Progress on implementing the actions is monitored and reported to the Audit and Performance Review Committee.

#### **4. Main Issues**

##### Agreed Internal Audit action plans issued.

**4.1.** Internal Audit action plans recently agreed and issued are contained in the Covalent report at Appendix A.

##### Progress on implementation of recommendations

**4.2.** Appendix B details the outstanding actions on previously issued Internal Audit reports.

**4.3.** Appendix C details the outstanding actions for External Audit reports.

**4.4** Responsibility for progressing each action detailed in the appendices is assigned to individual officers.

## **5. People Implications**

**5.1** There are no personnel issues.

## **6. Financial Implications**

**6.1** There are no financial implications.

## **7. Risk Analysis**

**7.1** The key areas of work performed by both Internal Audit and External Audit are carried out according to a risk based approach that determines the nature, extent and timing of the required audit assignments.

**7.2** Recommendations have expected implementation timescales for completion as follows:

<b>Category</b>	<b>Expected implementation timescale</b>
<u>High Risk:</u> Material observations requiring immediate action. These require to be added to the department's risk register	Generally, implementation of recommendations should start immediately and be fully completed within three months of action plan being agreed
<u>Medium risk:</u> Significant observations requiring reasonably urgent action.	Generally, complete implementation of recommendations within six months of action plan being agreed
<u>Low risk:</u> Minor observations which require action to improve the efficiency, effectiveness and economy of operations or which otherwise require to be brought to the attention of senior management.	Generally, complete implementation of recommendations within twelve months of action plan being agreed

## **8. Equalities Impact Assessment (EIA)**

**8.1** There are no issues identified.

## **9. Consultation**

**9.1** This report has been subject to a check by Legal, Democratic & Regulatory Services.

## **10. Strategic Assessment**

- 10.1** This report relates to Assuring Our Success through strong financial governance and sustainable budget management.

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**Angela Wilson**  
**Executive Director of Corporate Services**  
**Date: 11 September 2013**

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**Appendices:** A - Internal Audit Reports (Recently Issued)  
B - Internal Audit Reports (Previously Issued)  
C - External Audit Reports

**Background Papers:** Internal Audit Reports  
External Audit Reports

**Wards Affected:** All Wards