Period: December - January   Date: February 2008

Type: System and Probity

Reporting Criteria: Material Systems and audits with high category risks

Recommendation category: High

Introduction

Internal audit undertake a program of work each year detailed in the annual audit plan. This work ranges from comprehensive system reviews, audits and investigations through to control advice and internal check responsibilities. Management are apprised of the outcome of such work in reports, memorandum, e-mails and personal contact. Recommendations are made and agreement is sought on the implementation of these, in the form of management responses and/or action plan.

Recommendations are categorised high, medium or low. The categorisation criteria are determined from a combination of the identified control weakness and the effect of not implementing the recommendation. The reporting criteria details audits with high category recommendations. South Derbyshire also includes details of those audits that are part of the joint working arrangements with the external auditor, known as material systems.

Format

There are three types of report namely:

A.   Specific Audit Report Summary

Each audit, which meets the reporting criteria, is summarised on a standard form. The auditor details the nature and type of audit and the following:

1.   Introduction – this gives a background to the service, system or function that has been audited

2.   Scope of Audit – this states how the audit is undertaken and what has been examined.

3.   Recommendations – this section details the high category recommendations.

4.   System Control Assessment – this part informs the annual assurance statement (part of the Statement of Internal Control [SIC] evidence) on the level of control and risk within the area being audited.

AUDIT REPORT

B.   Follow-up summary

This report monitors the progress in implementing high category recommendations previously found on an initial summary report. It is essentially an update that allows the Sub-Committee to see the progress being made on the implementation of each recommendation. It follows the same general layout as the previous report but includes a brief progress statement until such time as the recommendations are fully implemented.

C.   Detailed Reports requested by Members.

This requested report goes into greater detail than the previous two types of summaries and applies to any audit summary report containing high-risk weaknesses where Members request more information.

There are no reports that meet the reporting criteria during this period