

**HUNTINGDONSHIRE DISTRICT COUNCIL**

**Title/Subject Matter:** Implementation of Audit Actions  
**Meeting/Date:** Corporate Governance Committee – 22 March 2017  
**Executive Portfolio:** Strategic Resources: Councillor J A Gray  
**Report by:** Internal Audit and Risk Manager  
**Wards affected:** All Wards

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**Executive Summary:**

The Committee have requested information in respect of the progress made with introducing agreed internal audit actions. Performance for the year ending 28 February 2017 is summarised below.

	Introduced on time	Introduced Late	Not introduced	<b>Total</b>
Red Action	10	7	3	20
Amber Action	35	34	22	91
<b>Total</b>	<b>45</b>	<b>41</b>	<b>25</b>	<b>111</b>
<b>% age</b>	<b>40%</b>	<b>36%</b>	<b>24%</b>	

The 25 actions that have not been introduced are the responsible of the following Managers

	Total
Head of Digital and IT	14
Corporate Team Manager	3
Head of Resources	2
Managing Director	2
Head of Development	2
Corporate Director - Services	1
Head of Customer Services	1

At December 2016 meeting, Committee asked for a breakdown of the period of time that actions had been outstanding. This information is summarised below.

Outstanding by: 1 month	5
2- 3 months	15
4 -6 months	5

**Recommendation:**

It is recommended that the Committee consider the report and decide what, if any, further action they wish to take.

## 1. WHAT IS THIS REPORT ABOUT/PURPOSE?

- 1.1 To update the Committee on the progress made in implementing agreed internal audit actions that were due to be introduced during the year ending 28 February 2017.

## 2. WHY IS THIS REPORT NECESSARY

- 2.1 The Committee at their September 2016 meeting expressed concerns at the declining percentage of agreed internal audit actions that had been implemented on time. They have since requested that update reports be presented to future meetings until such time as performance was judged satisfactory.

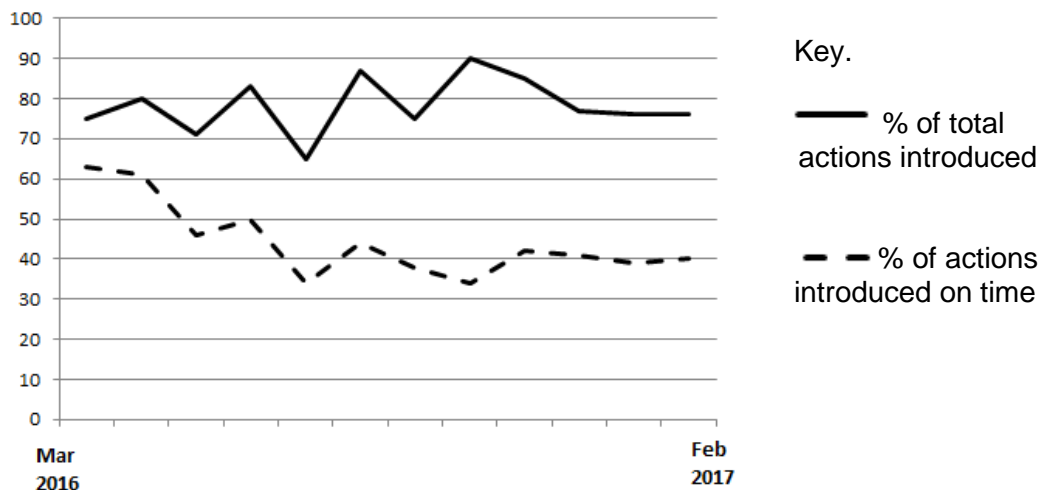
## 3. ANALYSIS

- 3.1 100% of agreed internal audit actions are to be introduced on time. That target has been set by the Corporate Management Team.
- 3.2 111 actions were due to be introduced in the year ending 28 February 2017. 40% (45 in number) of those were introduced on time. A further 37% (41 in number) were introduced, but late. The remaining 23% (25 in number) are outstanding. No action is outstanding by more than six months.

This information is summarised in the table below, which is ordered by number of actions introduced on time.

Head of Service	No. of Actions				Months actions overdue:		
	On time	On time & late	Overdue	Total	1	2-3	4-6
Managing Director	10	12	2	14		2	
Corporate Team Manager	9	24	3	27	2	1	
Head of Resources	6	14	2	16			2
Head of Customer Services	5	7	1	8	1		
Head of Leisure & Health	4	11	0	11			
Corporate Director – Services	4	4	1	5		1	
Head of Operations	3	4	0	4			
Head of Digital and ICT	2	5	14	19	2	9	3
Head of Development	2	3	2	5		2	
Head of Community Services	0	2	0	2			
<b>Totals</b>	<b>45</b>	<b>86</b>	<b>25</b>	<b>111</b>	<b>5</b>	<b>15</b>	<b>5</b>
% Totals	40%	77%	23%	100%			

3.3 Overall performance for the year ending 28 February 2017 is shown below.



3.4 The performance information in the report has been prepared from the 4action system. It is the responsibility of Managers to access and update the system with details of the action they have taken.

#### 4. KEY IMPACTS

4.1 It is important that the Council maintains a sound internal control environment. Actions that the Internal Audit Service propose to address risk and control weaknesses are discussed with Heads of Service and if appropriate Directors and agreement reached as to any corrective action that needs to be taken. Internal audit actions are not imposed on management.

#### 5. LINK TO THE CORPORATE PLAN

5.1 The Internal Audit Service provides independent, objective assurance to the Council by evaluating the effectiveness of risk management, control, and governance processes. It identifies areas for improvement across these three areas so that Managers are able to deliver the Corporate Plan objectives as efficiently, effectively and economically as possible.

#### 6. RESOURCE IMPLICATIONS

6.1 There are no direct resource implications arising from this report.

#### 7. REASONS FOR THE RECOMMENDED DECISIONS

7.1 The report has been requested by the Committee and as such they need to decide what further action they wish to take.

#### BACKGROUND PAPERS

Audit actions contained in the 4action system

#### CONTACT OFFICER

David Harwood, Internal Audit and Risk Manager  
Tel No. 01480 388115  
Email: [david.harwood@huntingdonshire.gov.uk](mailto:david.harwood@huntingdonshire.gov.uk)