

Taunton Deane Borough Council

Corporate Governance Committee – 19 May 2014

Update on Internal Audit Plan 2013/14 actions from Corporate Governance Meeting 10 Mar 2014

Report of the Assistant Director Corporate Services and Strategic Finance Officer
(This matter is the responsibility of Executive Councillor Stock-Williams)

1. Summary

1.1 This report provides Corporate Governance Committee with an update on issues raised at the meeting of 10th March 2014 in relation to Procurement Cards audit and the delay in progressing various ICT audits.

2. Background

- 2.1 At its meeting on 10th March 2014 the Corporate Governance Committee considered the Internal Audit Plan 2013/14 – Progress Report. This report updated the committee on any audits undertaken by SWAP since the previous report where only a partial assurance opinion had been given.
- 2.2 There was only one audit that had received a partial assurance which was the Procurement Cards audit. A number of management actions have been agreed by the Strategic Finance Officer with SWAP to rectify the issues identified.
- 2.3 Alastair Woodland from SWAP also outlined to the committee concerns around delays in being able to progress various ICT related audits. The Assistant Director – Corporate Services, Richard Sealy, explained that these concerns were being raised with the ICT service.
- 2.4 Members requested on 10th March 2014 ‘a progress update on the partial audit of procurement cards as well as an update of the ICT audit progress’.

3. Update on Procurement Cards

- 3.1 The procurement card audit had six recommendations that have been agreed by the Strategic Finance Officer. Five of which were due to be completed by 31st March 2014
- 3.2 Due to work load the Strategic Finance Officer missed the 31st March deadline. .

- 3.3 A policy has been written and agreed by the assistant Director Finance. This was shared with all the holders of Procurement Cards on 28th April 2014. Procurement Card holders have been asked to confirm that they have read the policy and understand their responsibility as a Procurement Card holder.
- 3.4 At the point of writing this report 9 of the 12 Procurement Card holders have signed the acceptance form.

4 SWAP ICT Audits

- 4.1 Alastair Woodland from SWAP reported delays in SWAP being able to progress ICT audits at the Corporate Governance meeting on 10 March 2014. Specifically these delays resulted from the auditors not being provided with the appropriate access to the SAP system, which is required in order for them to undertake the audit.
- 4.2 The issues have now been resolved and satisfactory progress is being made on the audits in question. The specific audit affected are the Data Centre Facilities Management; System Development Life Cycle and IT Financial Controls. Data Centre Facilities Management is now finalised, System Development Life Cycle will be finalised by the 16th May 2014 and SAP IT Financial Controls will be by the 20th June 2014.

5. Finance Comments

- 5.1 The correct use of Procurement Cards enables TDBC to reduce costs and secure efficiencies in dealing with low value ad hoc purchases. The policy will ensure that Procurement Card holders understand their responsibilities.

6. Legal Comments

- 6.1 There are no legal implications of this report.

7. Links to Corporate Aims

- 7.1 There are no direct links to the Corporate Aims.

8. Environmental and Community Safety Implications

- 8.1 There are no environmental and community safety implications of this report.

9. Equalities Impact

- 9.1 There are no equality impacts of this report.

10. Risk Management

10.1 Staff who hold Procurement cards have now been advised in writing of their responsibilities and also security measures that they should take, helping to reduce the risk of fraud.

11. Partnership Implications

11.1 There are no partnership implications of this report.

12. Recommendations

12.1 Corporate Governance Committee are asked to note the progress on both the Procurement Card Audit Recommendation and the ICT Audits.

Contact: SAP Access update
Richard Sealy
01823 356310
r.sealy@tauntondeane.gov.uk

Procurement Card Policy update
Maggie Hammond
01823 358698
m.hammond@tauntondeane.gov.uk