

National Park Authority Audit Committee Meeting

Agenda Item 6



2016/17 Internal Audit Update

Paper for approval

1. Purpose

The purpose of this paper is:

- 1.1 to update members on the status of the handover of Internal Audit services from KPMG to West Dunbartonshire Council (WDC)
- 1.2 to provide members with a recommendation in relation to the Internal Audit plan for 2016/17.

2. Recommendations

- 2.1 Members are requested to approve the initial Internal Audits of Absence Management and an IT Health Check.
- 2.2 Members are requested to approve the Internal Audit plan for 2016/17 being presented to the September Audit Committee.
- 2.3 Members are requested to note the update on the status of the handover of Internal Audit services.

3. Handover Status

Good progress has been achieved to date:

- 3.1 The Financial Performance Manager met with KPMG and WDC in May 2016 to facilitate a handover meeting.
- 3.2 The WDC Internal Auditor met with the Executive Team in May 2016 to discuss the approach to Internal Audit and to request feedback from the Executive Team in relation to audit plan for 2016/17.
- 3.3 The WDC Internal Auditor attended a Corporate Risk workshop for Board Members and the Executive Team at June's Board Business Session.

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4. 2016/17 Internal Audit Plan

The Internal Audit Plan for 2016/17 and the Strategic Audit Plan for the following two years will be prepared based on the feedback from the Executive Team session in May and the Board Business workshop in June. This will be presented to the September Audit Committee for approval.

To allow WDC to start internal audit work as soon as possible we would recommend the following two audit topics to be approved by the Audit Committee so that we minimise the impact of the Internal Audit plan being approved in September. Future audits will then be in line with the Audit Plan.

- 4.1 Absence Management – this audit is proposed due to short term absences being of concern to the Authority. A reduction in short-term absences is specifically being targeted by the HR team and line managers and progress is being reported to the Delivery Group. Although the Park Authority's short terms absences are not at the levels of WDC, WDC have successfully reduced their short-term absences by 25% in the last year and WDC's Internal Audit team were used to audit compliance with their processes. A similar approach is proposed with this audit.
- 4.2 IT Health Check – this audit is being proposed following feedback from Audit Scotland on logging testing of business continuity and there not having been any ICT systems audits during the period of the last internal audit contract. Feedback from the initial health check will inform the long terms audit plan.

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