

BROMSGROVE DISTRICT COUNCIL

AUDIT BOARD

19TH FEBRUARY 2007

RECOMMENDATION TRACKER

Responsible Portfolio Holder	Councillor Mrs. M. M. T. Taylor
Responsible Head of Service	Head of Financial Services

1. Summary

- 1.1 To present the new process for monitoring implementation of "priority one" recommendations included in audit reports.

2. Recommendation

- 2.1 The Audit Board is recommended to note and approve the new process for monitoring implementation of "priority one" recommendations.

3. Background

- 3.1 During the Audit Board meeting on the 25th April 2006 it was agreed that "priority one" recommendations would be monitored on a quarterly basis. The Audit Board would then be updated on recommendations where:

- No action had been taken.
- Limited action had been taken to address key issues.

A Recommendation Tracker form was agreed and introduced to enable the Internal Audit Section to accurately monitor each sections progress in implementing "priority one" recommendations.

- 3.2 Since July 2006, Recommendation Tracker reports have been sent to the relevant Heads of Service and they have been asked to detail whether each "priority one" recommendation included on 2005/2006 audit reports have been implemented. Where work was ongoing or due to start, details were requested on what was planned to be done and details of an expected implementation date.

4. Recommendation Tracker Report Summary

- 4.1 During 2006/2007 the implementation of "priority one" recommendations has been monitored by Internal Audit on a quarterly basis. However, as the tracker process has been implemented for almost 12 months, a review was undertaken during January 2007 to assess its effectiveness. Following this review, a few issues were identified and subsequently, the process has been updated to address those issues:

- As the Internal Audit section now has almost two years of information, a "priority one" recommendation is easier to define. Subsequently, 2006/2007 reports have included recommendations that are more accurately prioritised.
- Rather than reporting all outstanding recommendations to the Audit Board, the new escalation process for recommendations proposes that:
 - between one and three months overdue, recommendations will be reported to the Head of Service and SMT Officer.
 - between three and six months overdue, recommendations will be reported to CMT for discussion, where appropriate.
 - more than six months overdue, recommendations will be reported to the Audit Board.
- The current status of recommendations is now monitored in line with the Council's Improvement Plan. Therefore if recommendations are:
 - Green: they are on target.
 - Amber: they are one month behind.
 - Red: they are more than one month behind.
- Internal Audit will request updates quarterly.
- Audi Board updates will be reported six monthly.

4.2 Internal Audit will request the first update on "priority one" recommendations during July 2007.

5. Financial Implications

5.1 None outside existing budgets.

6. Legal Implications

6.1 The Council is required under Regulation 6 of the Accounts and Audit Regulations 2006 to "maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the proper internal audit practices".

7. Corporate Objectives

7.1 Council Objective 04: Improvement.

8. Risk Management

8.1 The Council is required under Regulation 6 of the Accounts and Audit Regulations 2006 to "maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the proper internal audit practices". Not fulfilling this requirement would have a negative impact on the Authority.

9. Customer Implications

9.1 No customer implications.

10. Other Implications

10.1

Procurement Issues	None
Personnel Implications	None
Governance / Performance Management	None
Community Safety including Section 17 of the Crime and Disorder Act 1998	None
Policy	None
Environmental	None
Equalities and Diversity	None

11. Others Consulted on the Report

11.1

Portfolio Holder	No
Acting Chief Executive	Yes
Corporate Director (Services)	No
Assistant Chief Executive	No
Head of Service	Yes
Head of Financial Services	Yes
Head of Legal & Democratic Services	No
Head of Organisational Development & HR	No
Corporate Procurement Team	No

12. Appendices

12.1 Appendix A: Priority 1 Audit Recommendations - Current Status

Background Papers

Audit Board agenda and reports - 18th September 2006.

Contact officer

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