

## **Management Committee**

**Date: 18<sup>th</sup> December 2015**

**Public/Private: Public**



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## **Internal Audit of CPP**

### **1.0 Purpose**

This report informs Management Committee members of the actions resulting from the Internal Audit report to improve the way processes are managed.

### **2.0 Recommendations**

The Community Planning Partnership Management Committee is requested to:

- 1) Note that the Internal Audit review took place earlier in 2015
- 2) Note the content of this report
- 3) Note that a procedural document about roles and responsibilities will not be provided until the delivery plans have been re-issued.

### **3.0 Detail**

The council's Internal Audit department conducted a review into the monitoring of the Single Outcome Agreement (SOA) delivery plans earlier in 2015. A number of actions were recommended to improve the way processes are managed and these are appended to this report

One action is complete as all exceptions are now combined into one report for the Management Committee with each Outcome lead speaking to this.

A procedural document being provided about roles and responsibilities will be provided once the delivery plans have been revised therefore this date will be amended to the 31<sup>st</sup> March 2016.

### **5.0 Conclusions**

The actions identified by the council's Internal Audit department will improve the way processes are managed.

## 6.0 Implications

Strategic Implications	N/A  Note: If report does not relate to SOA outcomes please contact <a href="mailto:cppadmin@argyll-bute.gov.uk">cppadmin@argyll-bute.gov.uk</a> for advice.
Consultations, Previous considerations	Management Committee members were informed of the Internal Audit report at the meeting on the 30 <sup>th</sup> September 2015
Resources	N/A
Prevention	N/A
Equalities	N/A

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For more information, contact:  
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## References

SOA Delivery Plan Revision and Internal Audit report into the monitoring of SOA delivery plans, paper – 30<sup>th</sup> September 2015

## Appendices

Appendix 1 – Actions from the Internal Audit report

Appendix 1 – Actions from Internal Audit report into the monitoring of SOA delivery plans

ACTION PLAN NUMBER	GRADE	WEAKNESSES/GOOD PRACTICE	AGREED ACTION	RESPONSIBLE OFFICER	DATE OF IMPLEMENTATION	REVISED DATE	COMMENT/EXPLANATION
<b>REVIEW OF SINGLE OUTCOME AGREEMENT 2015/16</b>							
1	HIGH	No evidence that any consideration is given to identifying critical activity actions	Review of SOA Delivery Plan will identify critical actions. This review is planned for Sep 15- April 16.	Community Planning Manager	30 April 2016		
2	MEDIUM	Review of quarter 4 2014/15 score cards showed that for 5 out of the 6 outcomes there were elements of performance indicators data where no information had been provided and no explanation given.	Clarity of SOA reporting procedure within guidance issued to Outcome Leads to emphasise their role for ensuring explanations of data are in quarterly reports.	Community Planning Manager	31 December 2015		Complete
3	MEDIUM	Review performance indicators to ensure that data is relevant and meaningful and also ensure a robust data collection support system is in place.	SOA Delivery Plan review will determine the relevance and robustness of data. This review is planned for Sep 15- April 16.	Community Planning Manager	30 April 2016		

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4	MEDIUM	There is evidence that some partners do not have adequate arrangements in place to reliably provide performance data to support effective scrutiny.	SOA Delivery Plan review will ensure that all actions contained can be reported on with performance data and aspirational actions are identified separately.	Community Planning Manager	30 April 2016		
5	MEDIUM	There was no evidence of a procedural document being available which specified the administrative interactions and protocols in place in order to track/monitor and report performance associated with the delivery plans.	Produce procedural document for clarity on process, roles and responsibilities for performance management of the SOA.	Community Planning Manager	31 December 2015		
6 1634	LOW	It was evidenced that partial liaison takes place between outcomes leads and short term leads as regards states of actions prior to the quarterly meetings but no evidence could be found that all outcome leads hold these	Procedural document to determine that all outcome leads communicate with short term outcome leads quarterly to review progress.	Community Planning Manager	31 December 2015	31 March 2016	In line with review of delivery plans

ACTION PLAN NUMBER	GRADE	WEAKNESSES/GOOD PRACTICE	AGREED ACTION	RESPONSIBLE OFFICER	DATE OF IMPLEMENTATION	REVISED DATE	COMMENT/EXPLANATION
		discussions.					