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**INTERNAL AUDIT REPORTS TO AUDIT AND SCRUTINY COMMITTEE  
2019/2020**


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**1. EXECUTIVE SUMMARY**

- 1.1 There are four audits being reported to the Audit and Scrutiny Committee.
- 1.2 The table below provides a summary of the conclusions for the audits performed. The full reports are included as appendices to this report.

<b>Audit Name</b>	<b>Level of Assurance</b>	<b>High Actions</b>	<b>Medium Actions</b>	<b>Low Actions</b>	<b>VFM Actions</b>
Legionella Improvement Plan (TO FOLLOW)	TBC	TBC	TBC	TBC	TBC
Social Care Contract Management	Reasonable	0	3	1	0
School Purchasing	Reasonable	0	1	0	1
Logical Access	Reasonable	0	2	3	0

- 1.3 Internal Audit provides a level of assurance upon completion of audit work. A definition for each assurance level is documented in each audit report.

**2. RECOMMENDATIONS**

- 2.1 Audit and Scrutiny Committee to review and endorse this summary report and the detail within each individual report.

**3. DETAIL**

- 3.1 A high level summary of each completed audit report is noted below:

**Legionella Improvement Plan:** To Follow.

**Social Care Contract Management:** This audit has provided a reasonable level of assurance. This means that internal control, governance and the management of risk are broadly reliable. There are contract management procedures to provide guidance on the operational management of contracts. Contract managers are assigned to all care contracts to help ensure contract compliance with training delivered to all relevant officers. Sample testing highlighted two contracts where there is no agreed and signed contract between the Council and the service provider. Sample testing also highlighted that revised risk assessments are not always carried out where the risk category is amended. Call up letters which detail the service to be provided including number of hours and chargeable rates are not in place for all relevant contracts.

**School Purchasing:** This audit has provided a reasonable level of assurance. This means that internal control, governance and the management of risk are broadly reliable. Procurement procedures, including the purchase method flow chart are readily available to headteachers. PECOS training is available on request and the procurement team offer refresher training to education staff. However there is a general lack of compliance with the procedures across the school estate. Purchases exceeding £20,000 are generally beyond the budget of most schools therefore it would be unusual for a school to make a purchase of this value. However, analysis of a headteacher survey indicated 33% were unaware of the process that should be followed if a purchase of that value was required. Limitations on the ability to analysis non-catalogue expenditure restricted the extent to which conclusions can be drawn on whether purchasing activity was delivering best value however the lack of awareness of, and compliance with, established purchasing processes suggests savings may be generated through more efficient purchasing.

**Logical Access:** This audit has provided a reasonable level of assurance. This means that internal control, governance and the management of risk are broadly reliable. The Council's Acceptable Use Policy outlines robust controls and ensures only authorised staff can obtain network access. User manuals were available for all systems, however, some could be enhanced to provide better guidance on logical access controls. System users are appropriately authorised by management and made aware of their responsibilities, however, not all user access request forms were available for review. Authorised users are effectively managed by systems administrators, however, issues have been identified regarding generic user IDs and logical access controls not meeting good practice. All systems have processes to report user changes and leavers but notifications are not always received in a timely manner, additionally user rights and permissions are not formally reviewed in all systems. There is a lack of audit trail in three systems.

#### **4. CONCLUSION**

- 4.1 Management has accepted each of the reports submitted and have agreed responses and timescales in the respective action plans.

#### **5. IMPLICATIONS**

- 5.1 Policy - None
- 5.2 Financial - None
- 5.3 Legal - None
- 5.4 HR – None
- 5.5 Fairer Scotland Duty - None
  - 5.5.1 Equalities – None
  - 5.5.2 Socio-Economic Duty – None
  - 5.5.3 Islands Duty - None
- 5.6 Risk - None

5.7 Customer Service – None

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**22 September 2020**

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## **APPENDICES**

1. Legionella Draft Report (To Follow)
2. Social Care Management Final Report
3. School Purchasing Final Report
4. Logical Access Final Report