



REPORT TO: MORAY INTEGRATION JOINT BOARD AUDIT, PERFORMANCE AND RISK COMMITTEE ON 6 DECEMBER 2021

SUBJECT: INTERNAL AUDIT – COMPLETED PROJECTS

BY: CHIEF INTERNAL AUDITOR

1. REASON FOR REPORT

1.1 To provide an update on audit work completed since the last meeting of the Committee.

2. RECOMMENDATION

2.1 The Audit, Performance and Risk Committee is asked to consider and note this audit update.

3. BACKGROUND

3.1 Public Sector Internal Audit Standards (PSIAS) require the Chief Internal Auditor to prepare and present reports to the committee on internal audit's activity relative to the audit plan and any other relevant matters.

3.2 Challenges associated with the pandemic remain, resulting in significant changes within current working practices that make the audit process more difficult, and uncertainty still remains regarding these arrangements in the period ahead. All audit staff are still working from home, which brings some limitations to the audit process.

3.3 In line with the approved internal audit plan for the year, internal audit projects were completed in respect of:

4. KEY MATTERS RELEVANT TO RECOMMENDATION

Business Continuity

4.1 An audit review was undertaken of the Council's management arrangements for Business Continuity. Business Continuity Management concerns how potential incidents are identified and how the risk is managed to ensure the Service can continue to deliver essential services in the event of an emergency or during a disruption of normal day-to-day activities. The audit has found that further development is required regarding the current business continuity arrangements. There is a need for plans to be updated,

policies and procedures to be reviewed. However, despite the points noted in this audit, essential services have continued to be maintained throughout the Covid19 pandemic, demonstrating that service continuity has been achieved in practice. An Executive Summary and audit action plan showing recommendations made and management responses are provided in **Appendix 1**.

Petty Cash

- 4.2 A review was undertaken of the systems and procedures for the administration of petty cash funds. Petty cash is an amount of money held by establishments or services in cash to usually meet minor items of expenditure. Examples include postage, stationery and sundry items. However, during the audit it was noted that petty cash funds are also used in some cases to meet more specific purposes. The audit found examples where improvements are required in the administration of funds and the accuracy of central monitoring records. The Executive Summary and audit action plan for this project are given in **Appendix 2**.

Social Media

- 4.3 An audit has been undertaken of the arrangements on the use of social media. Social media refers to websites and applications, e.g., Facebook and Twitter that are designed to allow people to share content quickly, efficiently, and in real-time. The audit reviewed the Council's guidelines and procedures on the use of social media. The audit also examined how social media websites are established and the monitoring arrangements to ensure officers adhere to agreed guidelines. The executive summary and audit action plan for this project are given in **Appendix 3**.

5. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP)) and Moray Integration Joint Board Strategic Plan "Moray Partners in Care 2019 – 2029"

Internal audit work supports good governance and assists in securing appropriate systems of internal control.

(b) Policy and Legal

The internal audit service is provided in terms of paragraph 7:1 of the Local Authority Accounts (Scotland) Regulations 2014, and there is a requirement to provide a service in accordance with published Public Sector Internal Audit Standards.

(c) Financial Implications

No implications directly arising from this report.

(d) Risk Implications

Audit reports highlight risk implications and contain recommendations for management to address as a means of mitigating.

(e) Staffing Implications

No implications directly arising from this report

(f) Property
No implications.

(g) Equalities/ Socio Economic Impacts
No implications.

(h) Consultations
There have been no direct consultations during the preparation of this report.

6. CONCLUSION

6.1 This report provides Committee with a summary of findings arising from audit projects completed during the review period.

Author of Report: Dafydd Lewis, Chief Internal Auditor
Background Papers: Internal Audit Files
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