APPENDIX 1

CORPORATE AFFAIRS AND AUDIT COMMITTEE – INTERNAL AUDIT SCORECARD

Table 1 - Internal Audit Reports Issued in Final (since last update to Corporate Affairs and Audit Committee in September 2015)

Audited System /Service	Directorate	Assurance Opinion	Priority			Draft Date	Final Date
			P1	P2	P3		
Breckon Hill Primary School	WCL	Strong	0	0	1	09/10/15	06/11/15
Captain Cook Primary School	WCL	Strong	0	0	1	28/09/15	29/10/15
Trinity Catholic College	WCL	Strong	0	0	4	08/06/15	23/09/15
Registrar's Service	CCS	Strong	0	0	2	17/08/15	08/10/15
Youth Offending Service	WCL	Moderate	0	5	1	03/07/15	25/09/15
Abingdon Primary		Good	0	0	2	17/11/15	18/11/15
Total			**0**	**5**	**11**		

Table 2 – Summary of findings for those audit reports where the overall opinion is 'Cause for Concern' or 'Cause for Significant Concern')

Audits with an overall opinion of Cause for Concern or Cause for Significant Concern	
	No internal audit reports with an overall opinion of Cause for Concern have been issued in the period.

Table 3 – Summary of all P1 recommendations made in the final reports issued to date plus any P1 actions for previous years that have still not been implemented.

One P1 Recommendation has been made in the period and two P1 recommendations are still ongoing from earlier periods and are in progress	
Project Management	**Audit Recommendation** - Management should ensure that a bespoke project management framework together with associated procedures are developed and established in order; - to deliver projects aligned with and supporting corporate objectives. - to conform to the corporately agreed PM methodology. - to integrate with the organisation's business change management framework. - to be subject to governance and review, and be approved by a senior manager. - to clearly define specific roles and responsibilities, for example: those managing project governance, project board members, project sponsors, project managers and project team members. Responsible Officers are the Director of Organisation and Governance and the Head of ICT and Capital programmes. **Current status** – in response to the internal audit report, the Assistant Director Organisation and Governance

One P1 Recommendation has been made in the period and two P1 recommendations are still ongoing from earlier periods and are in progress

	submitted a report to the Leadership Management Team on 27 August 2015 outlining the proposals for the: a) Development and implementation of a corporate project management framework b) Proposals for capital programme monitoring (interim arrangements and final arrangements) The report recommended that LMT agreed to the development and implementation of a Corporate Project Management Framework to be used by all officers responsible for managing capital projects.
Project Management	**Audit Recommendation** - Management should raise the profile of capital programme monitoring and introduce effective programme management of all capital projects in order to have an overarching process which offers accountability and robust challenge to all project managers / service areas across all directorates. In relation to actual performance and delivery this process will seek to ensure that the organisation's objectives and priorities are met and will also maintain overall financial control. Responsible Officers are the Director of Organisation and Governance and the Head of ICT and Capital programmes. **Current status** – in response to the internal audit report, the Assistant Director Organisation and Governance submitted a report to the Leadership Management Team on 27 August 2015 outlining the proposals for the: c) Development and implementation of a corporate project management framework d) Proposals for capital programme monitoring (interim arrangements and final arrangements) The report recommended that LMT agree the establishment of an interim capital programme monitoring system to enable reporting of spend and milestones across all capital projects. A dedicated post has now been established to oversee the monitoring of the Change Programme/Project Management Programme and to ensure these are aligned to established corporate processes.

Table 4 - Total Outstanding Audit Recommendations (that should have been implemented by 31 Oct 2015)

Directorate	Total outstanding Actions that have passed action due date	P1	P2	P3
Corporate and Commercial Services	42	2	20	20
Economic Development and Communities	29	0	17	12
Wellbeing, Care and Learning	38	0	15	23
Total	**109**	**2**	**91**	**103**