

TAYSIDE FIRE AND RESCUE BOARD**Performance Monitoring Sub-Committee – 29 June 2009****INTERNAL AUDIT REPORT – MATTERS ARISING****Report by the Chief Internal Auditor****ABSTRACT**

This report draws attention to the attached internal audit report, containing the action plan, which has been issued to management.

1. RECOMMENDATIONS

The Performance Monitoring Sub-Committee is asked to:

- (i) note the contents of this report; and
- (ii) consider the contents of the attached paper.

2. BACKGROUND

Perth & Kinross Council's Internal Audit undertakes planned audits for Tayside Fire & Rescue Board in line with the approved Service Level Agreement covering 2007/08 to 2009/10. The Internal Audit Reports contain action plans which were agreed with management at the conclusion of the audit and include timescales for the completion of the actions.

As part of the audit plan for 2008/09, the Performance Monitoring Sub Committee is asked to consider the internal audit report 08/054(b) Matters Arising.

3. PROPOSALS

It is recommended that the Performance Monitoring Sub-Committee notes the findings, agreed actions and timescales within the attached reports.

4. CONSULTATION

The Treasurer of Tayside Fire & Rescue Board has been consulted in the preparation of this report.

5. RESOURCE IMPLICATIONS

There are no resource implications arising from this report.

6. CONCLUSION

This report draws attention to the attached internal audit report.

K WOOLARD
Chief Internal Auditor

Note: No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

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Date: June 2009

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Council Text Phone Number 01738 442573

Internal Audit Report



Internal Audit Report
Tayside Fire and Rescue Service
08/054(b) – Matters Arising
June 2009

Final Report

Corporate Services
Perth & Kinross Council
2 High Street
Perth PH1 5PH

Background and Introduction

In the course of internal audit's planned work for 2008/09, a number of matters came to the auditor's attention that were outside the scope of the programmed reviews. As they are issues that management should consider for action they have been issued as a separate report. This report is in addition to the approved audit plan for 2008/09.

Acknowledgements

Internal Audit acknowledges with thanks the co-operation of TFRB's Head of Corporate Services.

Management Action and Follow-Up

Responsibility for the maintenance of adequate and effective internal controls rests with management.

Areas identified where a response by management is required are listed in Appendix 1, along with an indication of the importance of each 'action point'. Appendix 2 describes these action points in more detail, and records the action plan that has been developed by management in response to each point.

It is management's responsibility to ensure that the action plan presented in this report is achievable and appropriate to the circumstances. Where a decision is taken not to act in response to this report, it is the responsibility of management to assess and accept the risks arising from non-implementation.

Achievement of the action plan is monitored through Internal Audit's 'follow up' arrangements.

Management should ensure that the relevant risk profiles are reviewed and updated where necessary to take account of the contents of Internal Audit reports. The completeness of risk profiles will be examined as part of Internal Audit's normal planned work.

Feedback

Internal Audit welcomes feedback from management, in connection with this audit or with the Internal Audit service in general.

Distribution

This Draft Report has been distributed to:

S Hunter, Chief Fire Officer

J Symon, Treasurer to the Board

J Iannetta, Head of Corporate Services;

G Taylor, Head of Democratic Services, Perth & Kinross Council

L Brown, Committee Officer

External Audit

Authorisation

The auditor for this assignment was R D Watt.

The supervising auditor was J Clark.

This report is authorised for issue:

Kevin Woolard
Chief Internal Auditor
Date: 3 June 2009

Internal Audit Report

Appendix 1: Summary of Action Points

No.	Action Point	Risk/Importance
1	Fraud Response Plan	Medium
2	Scheme of Administration	Medium

Appendix 2: Action Plan

Action Point 1 - Fraud Response Plan

TFRB's Fraud Response Plan, which was submitted to the Board in August 2004, sets out procedures to be followed in the event of the discovery of an actual or suspected fraud. It details the requirement for a review at least annually or after each use. There has been no review to date.

In addition, there is an inconsistency between the Plan and the Financial regulations. The Plan states that actual or suspected incidents should be reported to the Head of Performance and Finance [now the Head of Corporate Services] whereas the Financial Regulations state that the Firemaster [now the Chief Fire Officer] and Treasurer are to be informed.

Management Action Plan

The Fraud Response Plan will be reviewed. This review will ensure that there is a consistent approach reflected in both the Fraud Response Plan and the Financial Regulations regarding the allocation of responsibilities.

Importance:	Medium
Responsible Officer(s):	Head of Corporate Services
Lead Service:	TFRB Corporate Services
Date for Completion (Month / Year):	August 2009
Required Evidence of Completion:	Fraud Response Plan and Financial Regulations

Auditor's Comments

Satisfactory

Action Point 2 - Scheme of Administration

The Board's Scheme of Administration was most recently amended in September 2003, and was last reviewed in August 2004. The Scheme does not reflect the provisions of the Fire (Scotland) Act 2005, which allocated new responsibilities to the Board (e.g. the provision of rescue services).

Management Action Plan

The Board's Scheme of Administration will be reviewed in consultation with the Head of Democratic Services at Perth & Kinross Council.

Importance:	Medium
Responsible Officer(s):	Head of Corporate Services
Lead Service:	TFRB Corporate Services
Date for Completion (Month / Year):	August 2009
Required Evidence of Completion:	Revised Scheme of Administration

Auditor's Comments

Satisfactory