AUDITS COMPLETED AND REPORTS ISSUED

The following categories of opinion are used for audit reports.

Opinion	Level of Assurance
High Assurance	Overall very good management of risk. An effective control environment appears to be in operation.
Substantial	Overall good management of risk with few weaknesses identified. An effective control environment is in operation but there is scope for further improvement in the areas identified.
Moderate	Overall, satisfactory management of risk with a number of weaknesses identified. An acceptable control environment is in operation but there are a number of improvements that could be made.
Limited	Overall, poor management of risk with significant control weaknesses in key areas and major improvements required before an effective control environment will be in operation.
No Assurance	Overall, there is a fundamental failure in control and risks are not being effectively managed. A number of key areas require substantial improvement to protect the system from error and abuse.

Actions to address issues are agreed with managers where weaknesses in control are identified. The following categories are used to classify agreed actions.

Priority	Long Definition	Short Definition – for use in Audit Reports
1 (High)	Action considered both critical and mandatory to protect the organisation from exposure to high or catastrophic risks. For example, death or injury of staff or customers, significant financial loss or major disruption to service continuity. These are fundamental matters relating to factors critical to the success of the area under review or which may impact upon the organisation as a whole. Failure to implement such recommendations may result in material loss or error or have an adverse impact upon the organisation's reputation. Such issues may require the input at Corporate Director/Assistant Director level and may result in significant and immediate action to address the issues raised.	A fundamental system weakness, which presents unacceptable risk to the system objectives and requires urgent attention by management.
2	Action considered necessary to improve or implement system controls so as to ensure an effective control environment exists to minimise exposure to significant risks such as financial or other loss. Such issues may require the input at Head of Service	A significant system weakness, whose impact or frequency presents risks to the system objectives, and which needs to be addressed by management.

Priority	Long Definition	Short Definition – for use in Audit Reports
	or senior management level and may result in significantly revised or new controls.	
3	Action considered prudent to improve existing system controls to provide an effective control environment in order to minimise exposure to significant risks such as financial or other loss.	The system objectives are not exposed to significant risk, but the issue merits attention by management.
	Such issues are usually matters that can be implemented through line management action and may result in efficiencies.	

Draft Reports Issued

One internal audit report is currently in draft. This report is with management for consideration and comments. Once the report has been finalised, details of the key findings and issues will be reported to this committee.

Final Reports Issued

The table below shows audit reports finalised to date for 2013/14. In all cases the recommendations made have been accepted by management, and will be followed up later in the year as part of the follow up process.

Audit	Date Of Final Report	Opinion	Number of Agreed Actions		Work done / significant weaknesses / issues identified
			Total	Priority 1	
Health and Safety	02/07/13	Substantial Assurance	3	0	A review of the arrangements in place for the facilitation and co-ordinating of all aspects of Health and Safety. Following the appointment of a dedicated officer there has been much improvement from the previous audit report, and a small number of issues around administration and maintaining records were identified.
Elections	16/07/13	High Assurance	0	0	Overall the controls in place for administering Elections were sound. No issues were identified.
Fleet Management	08/08/13	High Assurance	5	0	An audit to test the soundness of systems associated with Fleet Management. A number of minor issues were discussed, specifically in relation to policies and maintenance. Vehicles are all fitted with tracker devices, and usage and mileage checks will be carried out for to improve monitoring arrangements.