

## Appendix 1

Actions with a completion date up to April 2019 which have yet to be completed

Finding	Action	Action owner & Service	Date(s)	Current status	Internal Audit Opinion
<p><a href="#"><u>18-15 - Payroll</u></a></p> <p>Action Point : 3 - Reporting Structure – ResourceLink/ MyView Importance: Low Audit Committee Date: January 2019</p> <p>As a consequence of ResourceLink/MyView being different in some cases from the current operational structure (see Action Point 1), it is possible that reports generated for managers (e.g. sickness absence reports) may not reflect all staff for whom they have responsibility.</p>	<p>Subject to each Service Financial Controller providing detailed information on the current operational structures to the HR Systems team by 28.02.19 (Action Point 1), the ResourceLink / MyView system will be updated to reflect these changes. This will ensure that future reports that are generated for managers will be accurate.</p>	<p>E Sturgeon, HR Manager</p> <p>Corporate &amp; Democratic Services</p>	<p>Apr 2019 Jun 2019</p>	<p>The HR Systems team has not been able to update ResourceLink/ MyView with the current operational structure as was estimated at the time of the original Internal Audit report. Financial Controllers originally agreed (Action Point 1) to provide the necessary information by 28.02.2019, however this date has been extended until May 2019. This means that ResourceLink/MyView will not reflect the current operational structure until 30 June 19. Only after this date will reports start to produce information that accurately reflects the current operational structures.</p>	<p>Satisfactory</p>

<p><a href="#"><u>18-19 - LEADER</u></a></p> <p>Action Point : 1 - Submission of claims Importance: High Audit Committee Date: January 2019</p> <p>There have been delays in the submission of claims due to the level of applications and the ongoing functionality issues with the IT system, LARCS. Drawdowns from the Scottish Government for paid grants should be processed timeously in order that the Council is repaid the money it has paid out to projects.</p>	<p>The Service is working as a matter of priority to process drawdowns from the Scottish Government and expect to have completed processing the backlog of claims by April 2019.</p>	<p>S Rice-Jones, LEADER Co-ordinator</p> <p>Housing &amp; Environment</p>	<p>Apr 2019 Sep 2019</p>	<p>Whilst progress has been made, work remains ongoing to ensure that all drawdowns are processed and monitored in a timely manner, recognising constraints such as technical issues with the IT system and drawdown periods.</p>	<p>Satisfactory</p>
<p><a href="#"><u>18-19 - LEADER</u></a></p> <p>Action Point : - Submission of claims Importance: Medium Audit Committee Date: January 2019</p> <p>There is scope to review the way in which records are held to support progress with each of the projects. According to</p>	<p>The Service has advised that it will ensure that all available information is centrally held and uploaded to LARCS where possible on an ongoing basis.</p>	<p>S Rice-Jones, LEADER Co-ordinator</p> <p>Housing &amp; Environment</p>	<p>Apr 2019 Sep 2019</p>	<p>Progress has been made, with all new projects files being uploaded directly and progressed through LARCS. Work is ongoing to upload all existing project file documents, however, progress has been slower on this due to technical issues with the</p>	<p>Satisfactory</p>

guidance all information should be held on LARCs, however this has not been possible given the level of applications that have been received and the ongoing difficulties experienced uploading information on to LARCs.				IT system and external change authorisation processes.	
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