

**Appendix B - Internal Audit Follow-up
Corporate & Democratic Services
(Reporting for All dates on or before: July 2018)**

Action Plan	Dates	Status/Explanation
<p>17-21 - IR35 Action Point : 2 - Contractor Declaration Importance: Medium</p> <p>Audit Committee Date: March 2018</p> <p>The Service will review the use of and layout of the Contractor Declaration form(s) after input from the relevant parties. The Assessing Employment Status procedures will be thereafter updated to include action if no contractor signature. The updated procedures will include a working hyperlink and state that these forms need be signed by each Service prior to submission to the Financial Systems Team.</p> <p>(C Robertson, Central Services Manager)</p>	<p>Jun 2018 Oct 2018</p>	<p>The Contractor Declaration form(s) have been updated.</p> <p>As part of an employment taxes health check a consultant is reviewing the IR35 processes. The service will therefore finalise procedures once the outcomes from this review are known.</p> <p>Internal Audit Opinion: Satisfactory</p>

<p>17-21 - IR35 Action Point : 4 - Short Term Resourcing Toolkit Importance: Medium</p> <p>Audit Committee Date: March 2018</p> <p>The short term resourcing toolkit pages on Eric will be updated to include reference to the Assessing Employment Status procedures by the Senior Human Resources Officer in liaison with Senior Financial Systems Development Officer, Financial Services. The “Guidance for Self Employed Status” routines will be updated onEric and the How to Resource with an Agency Worker link from the “Agency Worker” category on the Short Term Resourcing page will be updated to also refer to the IR35 requirements.</p> <p>(P Nicoll, Senior Human Resources Officer)</p>	<p>Jun 2018 Sep 2018</p>	<p>The Service states that draft guidance has been issued for consultation in relation to agency workers and self employed people. This includes updating the Short Term Resourcing toolkit and reflecting the requirements of IR35.</p> <p>All guidance on ERIC will be updated by the end of September.</p> <p>Internal Audit Opinion: Satisfactory</p>
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<p><u>17-21 - IR35</u> Action Point : 6 - Assessing Employment Status Procedures Importance: Medium</p> <p>Audit Committee Date: March 2018</p> <p>The Assessing Employment Status Procedures will be updated for approval by the Central Services Manager and renamed to include the title self-employed / IR 35 and updated to reflect working practice, for example the use of agency workers, consultants and detail the categories of workers deemed to fall outside the IR35. The changes will be actioned via an announcement on the Finance Information Zone and a Financial Controllers update to cascade to their service.</p> <p>(C Robertson, Central Services Manager)</p>	<p>Jun 2018 Oct 2018</p>	<p>As detailed in Action Point 2 above, the Contractor Declaration form(s) have been updated</p> <p>As part of an employment taxes health check a consultant is reviewing the IR35 processes. The service will therefore finalise procedures once the outcomes from this review are known.</p> <p>Internal Audit Opinion: Satisfactory</p>
<p><u>17-21 - IR35</u> Action Point : 7 - Assessing Employment Status Procedures Importance: Medium</p> <p>Audit Committee Date: March 2018</p> <p>The Guidance for Self Employed Status on the A-Z Eric pages will be updated to include the new IR35 process.</p> <p>(C Robertson, Central Services Manager)</p>	<p>Jun 2018 Oct 2018</p>	<p>As detailed in the above actions, as part of an employment taxes health check a consultant is reviewing the IR35 processes week commencing the 23 July. The service will therefore finalise procedures once the outcomes from this review are known.</p> <p>Internal Audit Opinion: Satisfactory</p>