





<b>Audit Title:</b>	<b>Sickness Monitoring Follow-up</b>			<b>Date of Audit:</b>	September 2010		
<b>Number of High Priority Recommendations:</b>	3	<b>Current Audit Opinion:</b>	N/a	<b>Previous Audit Opinion:</b>	N/a	<b>Overall Evaluation (Risk):</b>	N/a
<b><u>Key Findings and Recommendations</u></b>							
<p>This follow-up review was conducted to provide assurance that the sickness absence reporting procedure was robust and providing accurate management information for Promise 7. Testing was conducted to ensure that recommendations made in the 2008/09 audit had been implemented and that system controls were effective. Of the previous 6 recommendations, 5 were implemented fully or partially, and 1 was not implemented.</p> <p>The key recommendations made as a result of this review are:</p> <ul style="list-style-type: none"> <li>Sickness absence reporting procedures should be reiterated to line managers. HR First Response should enforce the procedure for form completion at each stage of the sickness absence process to ensure a clear management trail for each absence.</li> <li>Line Managers should be encouraged to check their sickness absence data promptly to ensure that any discrepancies can be identified and resolved. This internal control check is essential in ensuring the accuracy of the sickness absence data. HR First Response must be notified as soon as an employee is absent to ensure the accuracy of any sickness data.</li> <li>Consideration should be given to the practicalities of amending the current sickness absence reports so that they can take account of any bank holidays during each month.</li> </ul>							

<b>Audit Title:</b>	<b>Supporting People 2010/11</b>			<b>Date of Audit:</b>	August 2010		
<b>Number of High Priority Recommendations:</b>	5	<b>Current Audit Opinion:</b>	2	<b>Previous Audit Opinion:</b>	2	<b>Overall Evaluation (Risk):</b>	<b>Moderate</b>

### **Key Findings and Recommendations**

This audit review was commissioned to provide assurance to the Director of Housing and Leisure that the current Supporting People Service was best placed to deliver the objectives of the Supporting People Strategy, within an environment of increasing demand and ever decreasing levels of funding. The scope included a review of both governance, contracting and budget monitoring processes. The Audit review also followed up on the findings of the last review by the Audit Commission and those coming out of the previous Internal Audit review of 2006 to ensure any recommendations had been implemented in the intervening period. The key recommendations made as a result of this review are:

- Consideration of a review of procurement and administrative processes, to deliver possible savings through the development of a generic commissioning service.
- Finalisation of the revised Supporting People Strategy with the inclusion of prioritised targets to deliver the required budget savings.
- The provision of a clear management trail to support the payments being made to contractors supported by contracts or variations that detail the contract value and demonstrate authorisation by the Budget Holder.
- Budget monitoring should be reviewed more frequently, at least by the Supporting People Team, to ensure that any changes to service delivery are having the desired outcomes.
- The format of the minutes of the Partnership Board should be amended to include an action plan that allows the progress in implementing actions to be followed clearly. The action plan should include the responsible officers, priority, date action point raised and date completed. Members attending the meetings should also be encouraged to attend regularly to ensure that continuity in any decision-making processes is not compromised.