



Internal Audit Report

Community Services

Review of Major Capital - Capital Contracts – Gigha Primary School

April 2008

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4 SUMMARY OF MAIN FINDINGS

- 4.1 Our findings are of a minor nature and refer to matters relating to the management of tender issue and response.

APPENDIX 2

ACTION PLAN

ACTION PLAN NO	PARAGRAPH	GRADE	WEAKNESSES IDENTIFIED	AGREED ACTION	RESPONSIBLE OFFICER	DATE OF IMPLEMENTATION
1	1.3 to 1.5	Material	Contact Record of Potential Tenderers prepared but no record of contact being made or of desire to receive tender or approval by appropriate manager. Despite this two contractors did not receive the tender documents while a further one was added to the list (and was awarded the contract on price).	A potential List of Tenderers should be approved by the Capital Programme Manager and any amendments to the list should be recorded on the Contact List of Potential Tenderers.	Capital Programme Manager	Implemented March 2008
2	1.6 to 1.8	Material	No records of contractor's tender responses to recent projects were available	A record should be maintained of all tenders and contractors responses for reference when selecting tender lists. The Capital Programme Manager advised that the existing Phoenix Database holds this information and a way will be found to generate a query or report as required.	Capital Programme Manager	Implemented April 2008