



Internal Audit Report

DEVELOPMENT AND INFRASTRUCTURE SERVICES
DEPARTMENT

Review of Uniform System

November 2012

1 INTRODUCTION

This report has been prepared as a result of the Internal Audit review of Uniform System as part of the 2012/13 Internal Audit programme.

Management must ensure that applications perform properly the business activity for which they were designed. The purpose of application controls is to ensure the completeness, accuracy, security and effectiveness of input processing and output. These controls may be provided either by programming within the application system or by manual controls exercised by users or the IT Service.

2 AUDIT SCOPE AND OBJECTIVES

The scope of this review is limited to the Internal Control Questionnaire (ICQ) issued to the Uniform Systems Administrators (Building Control, Planning and Regulatory Services) for completion.

The overall objective is to ascertain whether the system incorporates adequate internal controls, ensure that they are effective and are not invalidated when changes are made.

A systems-based auditing approach has been employed to assess the Uniform system's internal controls to ensure that they are sound and the transactions are properly recorded and processed.

The following areas were reviewed using CIPFA SBA control matrices for Application Controls. This will ensure that procedures and processes are in place through examination of the ICQ Questionnaire answers in the areas detailed below. Requests for system documentation have also been requested to be lodged with Internal Audit.

- **Compliance**
- **Logical Security Controls**
- **User Security Controls**
- **Parameter Data**
- **Transaction Input**
- **Data Processing**
- **Output**
- **System Availability**
- **Audit Trail**

3 RISK ASSESSMENT

As part of the audit process and in conjunction with our Systems Based Auditing, ICQ approach, the Risk Register was reviewed to identify any areas that needed to be included within the audit.

SR 16 - Failure to have a robust internal control system.

4 CORPORATE GOVERNANCE

There are no Corporate Governance issues to be reported as a result of this audit.

5 MAIN FINDINGS

There were no significant findings resulting from the tests that were completed during the course of the audit. The Building Control, Planning and Regulatory Services teams continue to provide a well controlled service. One finding has been generated and one recommendation made to further enhance controls and the operational efficiency of the service.

6 RECOMMENDATIONS

The audit generated one recommendation that required agreement with management.

It is recommended that a reporting methodology is designed and implemented with regard to users' access rights and permissions being reviewed on a regular basis in order to ensure they are still appropriate and maintain adequate separation of duties. (See APPENDIX 2 - ACTION PLAN below).

7 AUDIT OPINION

Internal Audit is satisfied that the Uniform Systems Administrators have answered the ICQ in an appropriate manner.

Based on audit findings we can conclude that Building Control, Planning and Regulatory Services System staff were able to provide evidence of their adherence to current controls. That in examination of the ICQ answers no minor matters were identified and discussed with management.

Recommendations arising from the audit work should be implemented by the nominated responsible officer within the agreed timescale. Recommendations not implemented will require explanation to the Audit Committee. This could lead to findings being reported in the Internal Control Statement produced by the Council in support of the Annual Accounts.

8 ACKNOWLEDGEMENTS

Thanks are due to the Building Control, Planning and Regulatory Services Systems Administrators and their teams for their co-operation and assistance during the Audit and the preparation of the report and action plan.

Argyll and Bute Council's Internal Audit section has prepared this report. Our work was limited to the objectives in Section 2. We cannot be held responsible or liable if information material to our task was withheld or concealed from us, or misrepresented to us.

This report is private and confidential for the Council's information only and is solely for use in the provision of an internal audit service to the Council. The report is not to be copied, quoted or referred to, in whole or in part, without prior written consent.

APPENDIX 2 ACTION PLAN

No.	FINDINGS	PRIORITY	RECOMMENDATION	RESPONSIBLE OFFICER	IMPLEMENTATION DATE
1	Users' access rights and permissions are not reviewed on a regular basis.	Medium	A reporting methodology is designed and implemented with regard to users' access rights and permissions being reviewed on a regular basis in order to ensure they are still appropriate and maintain adequate separation of duties.	Senior Technical Officer – Development & Infrastructure Services	18 January 2013 (bi-annual thereafter)