



# West Lothian Council

## AUDIT COMMITTEE

### AUDIT OF PAYROLL

#### REPORT BY INTERNAL AUDIT MANAGER

##### **A. PURPOSE OF REPORT**

To inform the Audit Committee of the results of our audit work on the council's payroll system.

##### **B. RECOMMENDATION**

That the Committee notes the terms of this report.

##### **C. SUMMARY OF IMPLICATIONS**

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|---|--|
| <b>I Council Values</b>   | Being honest, open and accountable.<br>Making best use of resources. |
| <b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b> | None.  |
| <b>III Resources - (Financial, Staffing and Property)</b>   | None.  |
| <b>IV Consultations</b>   | Head of Support Services, HR Manager.                                |

##### **D. TERMS OF REPORT**

As part of the 2008/09 Internal Audit Plan, an audit of the council's payroll system was undertaken. The payroll system is operated by Support Services based at Lammermuir House.

The objectives of the audit were to determine whether controls are in place which ensure that: permanent changes to the payroll, e.g. new starts and leavers, are processed timeously and accurately. The findings and recommendations, together with management comment, are set out in the attached report.

Five weaknesses were identified which are considered to be critical. These are summarised in the executive summary section of the audit report and further detail, including management comment and agreed action, is included in the action plan section of the audit report.

##### **E. CONCLUSION**

Overall, it is considered that control requires improvement.

## **F. BACKGROUND REFERENCES**

Report to the Audit Committee 18 March 2008: Internal Audit Plan 2008/09

Appendices/Attachments: Audit report dated 5 June 2009: Audit of payroll

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**14 September 2009**