

3. AUDIT OF PAYROLL

The Audit Committee considered a report (copies of which had been circulated) by the Internal Audit Manager advising that, as part of the 2008/09 Internal Audit Plan, an audit of the council's payroll system had been undertaken.

The Internal Audit Manager explained that the objectives of the audit were to determine whether controls were in place which ensured that permanent changes to the payroll were processed timeously and accurately.

The audit report, a copy of which was appended to the report, provided Internal Audit's findings and recommendations, together with management comment.

Five weaknesses had been identified which were considered to be critical, and these were summarised in the executive summary section of the audit report. Responsibility for implementing the recommendations in the report rested with the Head of Support Services.

The Chair referred to pages 7 and 10 of the Internal Audit Report, which dealt with (i) the checking of all forms against an authorised signatory list and (ii) the recovery of overpayments to staff. Lesley Durie, Manager HR Pay and Reward responded to the questions raised by the Chair, informing the Committee of the action being taken to improve control in these two areas of work.

The Committee was asked to note the terms of the report.

Decision

To note the results of the audit work on the payroll system and the action being taken to implement the recommendations made within the report.