	Vale of Glamorgan Healthy Organisation Review 17-18 Internal Audit Plan						
Action Plan not requiring Internal Audit follow-up							
Theme	Action to be taken forward	Inclusion in 2018/19 Plan	Owner				
	There is a lack of consistency	Low Risk - Recommendation	Head of Performance & Development				
Assessment	regarding how risks to the						
	achievement of commissioning						
	plans are referenced.						
Risk Management - Risk	The process for managing and	Low Risk - Recommendation	Head of Performance & Development				
Register	monitoring the corporate risk						
	register is not currently						
	documented.						
Commissioning and	The Commissioning	Low Risk - Recommendation	OM – Commissioning & Information				
Procurement – Training	Strategies/Plans viewed did not						
and Skills	provide any information on the						
	need to provide targeted training						
	to staff.						
Commissioning and	The Contract Procedural Rules do	Low Risk - Recommendation	Head of Finance/ Section 151 Officer				
Procurement – Policies	not refer to the Procurement						
and Procedures	Contract Regulations 2015.						
Commissioning and	Aside from the Social Services	Low Risk - Recommendation	OM – Commissioning & Information				
Procurement – Benefits	Directorate, commissioning						
and Savings	targets are not in place. KPI's are						
	also not in place to help monitor						
	the Social Services						
	commissioning savings target. An						
	annual review of the						
	commissioning strategies to						
	update the targets may assist						
	with this						

Commissioning and	The Procurement Code of	Low Risk - Recommendation	Head of Finance/ Section 151 Officer
Procurement –	Practice does not include		
Transparency	guidance regarding the Local		
	Government Transparency Code		
	2015, such as the requirements		
	for publishing of future contract		
	notices and spend above		
	threshold.		
Commissioning and	The Constitution Contract	Low Risk - Recommendation	Head of Finance/ Section 151 Officer
Procurement –	Procedure Rules need to be		
Transparency	updated to comply with the		
	Public Contract Regulations 2015.		
Commissioning and	Ensure compliance with the	Low Risk - Recommendation	Head of Finance/ Section 151 Officer
Procurement –	requirement to publish spends		
Transparency	over threshold and Future		
	Contract Notices publicly (via		
	Sell2Wales).		
Commissioning and	Ensure that all contracts held by	Low Risk - Recommendation	Head of Finance/ Section 151 Officer
Procurement –	the Council in excess of £15k are		
Transparency	recorded in the Corporate		
	Contract Register.		
Commissioning and	Consider inclusion of a Category	Low Risk - Recommendation	Head of Finance/ Section 151 Officer
Procurement - Category	Management strategy/procedure		
Management	overview within the		
	Procurement Code of Practice		
	and Procurement Strategy.		
Programme and Project	Regular formal progress	Low Risk - Recommendation	Corporate Management Team
Management – Progress	meetings are not currently being		
Monitoring	undertaken for the Cemetery		
	Approach project.		

Programme and Project	Risk and issues logs are not in	Low Risk - Recommendation	Corporate Management Team
Management – Risk	place for the two sampled		
Management	projects.		
Programme and Project	The Leisure Centre Works project	Low Risk - Recommendation	OM – Neighbourhood Services & Healthy
Management –	did not have a governance		Living
Responsibility	structure document to outline		
	the roles and responsibilities in		
	relation to the project.		
Information	The Staff Intranet page outlining	Low Risk - Recommendation	OM - ICT
Management – Strategy	the accountabilities of the ICT		
	Group and their teams is out of		
	date.		
Information	The Records Management Policy	Low Risk - Recommendation	OM - ICT
Management –	and Procedure should be		
Legislation	published on the Staff Intranet.		
Information	The 'Reporting Security Breaches'	Low Risk - Recommendation	OM - ICT
Management –	page of the staff intranet needs		
Responsibilities	updating with the current SIRO		
	contact details.		