



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

Mr Steve Rees
Head of Human Resources and Organisational Development
City & County of Swansea
Guildhall
Swansea
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5 August 2016

Dear Mr Rees

Audit Committee – Flexitime System Audit

At the last meeting of the Audit Committee, the Chief Auditor presented a report showing the audits which had been finalised during the final quarter of 2015/16. The report highlighted any audits which had received a 'moderate' or 'limited' level of assurance and also identified the reasons why the audits received the negative level of assurance.

The Committee noted that the Flexitime System had received a moderate level of assurance and it was reported that at the previous audit the service had also received a moderate level of assurance.

The main issues which led to the Flexitime System receiving a moderate level of assurance were

- No clear process to re-cover Flexicards from leavers
- No system for recording Flexicards returned, destroyed or re-issued
- No review of staff with restricted access within Civic Centre
- One card still active despite employee leaving in 2013
- List of temporary cards held by Contact Centre out of date

The Audit Committee were concerned that there appeared to be no improvement in the controls operating over the Flexitime System since the previous audit in 2011/12 and asked me to write to you to say that the Committee expected to see a significant improvement in internal control as a result of the recent audit.

I understand that a follow up audit will be undertaken by the Internal Audit Section in the coming months to check that the agreed recommendations had been implemented within the agreed timescale. The results of the follow up audit will be reported to the Audit Committee where it is expected that

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substantial progress will have been made implementing the recommendations.

In the meantime, I would appreciate the opportunity to meet with you to discuss the issues arising from the recent audit ahead of the follow up visit.

Please could you suggest an appropriate time to meet. My e-mail address is shown below or alternatively, please liaise with Paul Beynon (Chief Auditor) who can contact me to agree a date.

Yours sincerely

A handwritten signature in black ink, appearing to read "Mr A Thomas". The signature is written in a cursive style and is positioned above a short horizontal line.

Mr A Thomas
Chair, Audit Committee.

Cc Mrs L James, Vice Chair, Audit Committee