

Human Resources Committee

Date of Meeting: 12 February 2020

Report by: Head of HR and OD

Report title: Payroll Audit 2019-20

Ward(s) affected: None

Summary

RECOMMENDATIONS FOR:

- (a) HR Committee to note the findings and outcome of the payroll audit conducted by the Shared Internal Audit Service (SIAS) for 2019-20.

1.0 Proposal(s)

- 1.1 This report sets out the findings and outcome of the payroll audit conducted by the Shared Internal Audit Service (SIAS) for 2019-20. As there were no management actions arising from the report it was not taken to a formal Leadership Team meeting but was sent to them by email for information.

2.0 Background

- 2.1 The audit sought to provide assurance on the design and operation of the key controls relating to systems access, amendments to standing data, the processing of starters, leavers, amendments to pay, payroll processing and payments made.

3.0 Audit Outcome

- 3.1 The overall audit outcome is that the council has provided "overall **good** assurance that there are effective controls in operation for those elements of the risk

management processes covered by this review.”

3.2 No recommendations were made as a result of the audit work undertaken and therefore no Management Action Plan was produced.

3.3 The full audit report can be found at Appendix 1.

4.0 Risks

4.1 None – the audit report acknowledges that there are consistent and robust controls in place covering all risks relating to the processing of the Council's payroll.

5.0 Implications/Consultations

Community Safety

No

Data Protection

No

Equalities

No

Environmental Sustainability

No

Financial

As covered by the report

Health and Safety

No

Human Resources

As covered by the report

Human Rights

No

Legal

No

Specific Wards

No

6.0 Background papers, appendices and other relevant material

7.1 The audit report is attached at Appendix 1.

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