



**AUDIT COMMITTEE**

Meeting Date: 24 June 2016  
Version: 16 September 2016

**SUMMARY OF ACTIONS AND OUTCOMES**

<b>Item</b>	<b>Action</b>	<b>Owner</b>	<b>Progress/Outcome</b>
6.11	The Internal Audit Follow Up Review reports to include dates for those recommendations in process of being implemented.	Chris Harris	To be included in the next Follow Up report (December 2016).
7.11	Head of Transactional Services to provide an update on progress against the internal audit Payroll recommendations.	Trevor Barnes	<p>The audit committee requested an update in respect of an internal audit finding during the payroll audit, and asked for clarity as to whether the issue could impact on the Suffolk payroll. The audit report finding was as follows:</p> <p>“Incorrect payments are being made to HMRC. This is due to 70 Norfolk staff on the ERP system being rejected by the payroll for HMRC payment runs. CAP Gemini are investigating the issue.”</p> <p>There has been an extensive and detailed process to compare payroll system records, to payroll information sent through to HMRC for their records, to the actual payments made to HMRC, and to the information recorded in the financial systems in the general ledger.</p> <p>For Suffolk, since going live with ERP there have been sporadic instances of payovers to HMRC not being made correctly for a single individual in a month. These have then been corrected by Capgemini in the following month. Currently, at the end of August, there is one individual where payover has not been made and, as per standard practice, this has been referred to Capgemini to correct. To put this into</p>

			<p>perspective, around 2300 individuals are processed via payroll for Suffolk each month, and the maximum error rate as described above has been 1 record in any one month.</p> <p>The risk is therefore very low in terms of any significant error in payovers to HMRC for Suffolk.</p>
10.5	The Chief Executive will provide an update of any potential changes to the scope of the Audit Committee activities at the meeting in September 2016.	Chris Jackson	CJ to cover at the meeting on 23 September.