



CITY OF HAMILTON
CITY MANAGER'S OFFICE
Audit Services Division

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	January 23, 2017
SUBJECT/REPORT NO:	Follow Up to Audit Report 2014-05 Roster Requirements Review (AUD17001) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Brigitte Minard CPA, CA, CIA, CGAP 905-546-2424 x2088 Domenic Pellegrini CPA, CA, CIA 905-546-2424 x2207
SUBMITTED BY:	Charles Brown CPA, CA, CPA (Illinois) Director, Audit Services City Manager's Office
SIGNATURE:	

RECOMMENDATION

That Report AUD17001, respecting the follow up of Audit Report 2014-05, Roster Requirements Review, be received.

EXECUTIVE SUMMARY

Audit Report 2014-05 was originally issued in September 2014 and management action plans with implementation timelines were included in the Report. In early 2016, Audit Services conducted a follow up exercise to determine if appropriate and timely actions had been taken, with some additional work conducted during August 2016. Of the three recommendations made in the original Report, one recommendation has been completed and another had a suitable alternative implemented. The remaining recommendation has a current status of "in progress". Details of implementation specific to each recommendation are included in Appendix "A" to Report AUD17001.

Alternatives for Consideration – Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS (for recommendation(s) only)

Financial: None
Staffing: None
Legal: None

HISTORICAL BACKGROUND (Chronology of events)

Audit Report 2014-05, Roster Requirements Review was originally issued in September 2014. The report provided three recommendations to improve compliance, identify opportunities to strengthen internal procedures and improve monitoring processes.

It is normal practice for Audit Services to conduct follow up reviews within 12-18 months following the issuance of the original report in order to determine whether action plans committed to by department management have been implemented.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

- City of Hamilton By-law 16-070 (Procurement Policy) – Policy #9 – Consulting and Professional Services

RELEVANT CONSULTATION

The results of the follow up were provided to management responsible for the administration of Roster Requirements – the Procurement Section of the Financial Services Division, Corporate Services Department and the Roster Captains from the Public Works Department.

ANALYSIS AND RATIONALE FOR RECOMMENDATION (Include Performance Measurement/Benchmarking Data if applicable)

The report attached as Appendix “A” to Report AUD17001 contains the original report, Audit Report 2014-05 along with comments indicating Audit Services’ findings as a result of the follow up work that was performed.

There were three recommendations. Two recommendations were “Completed” or had a suitable “Alternative Implemented” and one was “In Progress” (provision of training to Roster users). Appendix “A” to Report AUD17001 should be examined for details of implementation by recommendation.

Audit Services conducted this follow up assignment in conformity with the *International Standards for the Professional Practice of Internal Auditing*. Audit Services believes that the work performed provides a reasonable basis for the follow up comments and conclusions.

ALTERNATIVES FOR CONSIDERATION

(Include Financial, Staffing, Legal and Policy Implications and Pros and Cons for each alternative)

Not applicable

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Our People and Performance

Hamiltonians have a high level of trust and confidence in their City government.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report AUD17001

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.