



CITY OF HAMILTON
CITY MANAGER'S OFFICE
Audit Services Division

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	October 5, 2017
SUBJECT/REPORT NO:	Follow Up to Performance Audit Report 2015-03 Office of the City Clerk – Agenda Process (AUD17028) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Charles Brown CPA, CA, CPA (Illinois) 905-546-2424 x4469
SUBMITTED BY:	Charles Brown CPA, CA, CPA (Illinois) Director, Audit Services City Manager's Office
SIGNATURE:	

RECOMMENDATION

That Report AUD17028, respecting the follow up of Performance Audit Report 2015-03, Office of the City Clerk – Agenda Process, be received.

EXECUTIVE SUMMARY

Performance Audit Report 2015-03 was originally issued in September 2015 and management action plans with implementation timelines were included in the Report. In September 2017, Audit Services conducted a follow up exercise to determine if appropriate and timely actions had been taken. Of the four recommendations made in the original Report, three recommendations are completed and one recommendation is initiated. Details of implementation specific to each recommendation are included in Appendix "A" to Report AUD17028.

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: Implementation of a paperless agenda process may result in cost savings by reducing print volumes, the amount of which cannot be estimated at this time.

Staffing: None.

Legal: None.

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.

HISTORICAL BACKGROUND

Performance Audit Report 2015-03, Office of the City Clerk – Agenda Process, was originally issued in September 2015. The Report provided four recommendations to streamline the agenda process, increase efficiency and generate cost savings.

The 2016-2018 Audit Services Work Plan included a project to conduct follow up audits on previously issued Performance Audit reports in order to determine whether action plans committed to by department management have been implemented, and the associated savings or additional revenues realized.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

None.

RELEVANT CONSULTATION

The results of the follow up were provided to management responsible for the administration of the agenda process – the Office of the City Clerk Division of the City Manager’s Office.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The report attached as Appendix “A” to Report AUD17028 contains Audit Services’ Recommendations and the Management Action Plans as originally reported in Report 2015-03 along with an added column indicating Audit Services’ comments as a result of the follow up work that was performed.

There were four recommendations. Three recommendations were “Completed” and one was “Initiated”. Appendix “A” to Report AUD17028 contains the details of implementation by recommendation.

Audit Services conducted this follow up audit 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

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 AUD17028

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