



**Comhairle nan Eilean Siar
Internal Audit Follow Up Review
Catering Trading Organisation
Final Report – FU11-23/24**

16 December 2024

**COMHAIRLE NAN EILEAN SIAR
INTERNAL AUDIT FOLLOW UP REPORT
CATERING TRADING ORGANISATION**

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SECTION 1: EXECUTIVE SUMMARY

Introduction

- 1.1 The Report has been prepared for the Comhairle's Audit and Scrutiny Committee. The original report advised of 3 recommendations made in the Catering Trading Organisation report which was issued on 12 March 2024. The follow up review was undertaken in accordance with the operational annual internal audit plan for 2023/24.

Internal Audit Objective

- 1.2 Following up internal audit reports and assessing the level of compliance with recommendations made is an important part of the internal audit function.
- 1.3 In accordance with the remit detailed in the operational annual internal audit plan for 2023/24, our internal audit work was designed to obtain assurance that the original recommendations have been implemented. We obtained this assurance through internal audit testing and undertaking discussions with key personnel.

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Detailed Findings

1.5 The current status of progress against the original recommendations can be summarised as follows:

Key to Status



Fully implemented;



Partly implemented, although further work is required to meet the objective of the recommendation; or



Insufficient progress to date

Recommendations	Action to Date	Status
<p>Training requirements should be the same throughout the islands. Training plans should state if training is not applicable rather than blanks being left on databases.</p> <p>To bring the training records of all catering staff up to date and arranges for all appropriate training to be completed throughout all the schools.</p>	Partly implemented	
<p>It is recommended that due to low stock levels held that this is reassessed. Recommendation would be that stock is checked by one employee each month for stock monitoring and ordering purposes, with a secondary member of staff checking the levels at the fiscal year end for precision for the figures used for accountancy purposes.</p>	Fully implemented	
<p>When Operations Manager undertakes spot checks, they annotate this within the appropriate week in the logbook to show spot check has been undertaken.</p>	Fully implemented	

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Concluding Remarks

- 1.6 From our follow up testing, we note that out of the 3 follow up recommendations made in the original 2 appear to have been fully implemented, and management have confirmed that the remaining recommendations will be implemented.
- 1.7 For Comhairle Nan Eilean Siar Internal Audit Section

Internal Audit
Comhairle Nan Eilean Siar
Sandwick Road
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16 December 2024

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SECTION 2 - DETAILED FINDINGS AND RECOMMENDATIONS

Action Recommended	Action By	Progress to Date	Action Outstanding
2.1			
<p>Training requirements should be the same throughout the islands. Training plans should state if training is not applicable rather than blanks being left on databases.</p> <p>To bring the training records of all catering staff up to date and arranges for all appropriate training to be completed throughout all the schools.</p>	Operations Manager	<p>Underway.</p> <p>A training needs plan has been created and is underway with staff. Training is held back by the lack of relief staff to release staff for training.</p>	Further work required to ensure all staff are up to date with training. This is a live document requiring constant update.

Action Recommended	Action By	Progress to Date	Action Outstanding
2.2			
<p>It is recommended that due to low stock levels held that this is reassessed. Recommendation would be that stock is checked by one employee each month for stock monitoring and ordering purposes, with a secondary member of staff checking the levels at the fiscal year end for precision for the figures used for accountancy purposes.</p>	Operations Manager	Complete	None

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Action Recommended	Action By	Progress to Date	Action Outstanding
2.3			
When Operations Manager undertakes spot checks, they annotate this within the appropriate week in the logbook to show spot check has been undertaken.	Operations Manager	Complete – this is now being done.	None.

RESPECTIVE RESPONSIBILITIES OF MANAGEMENT AND INTERNAL AUDIT

Responsibility in Relation to Internal Controls

It is the responsibility of the Comhairle's management to maintain adequate and effective financial systems and to arrange for a system of internal controls. Our responsibility as internal auditors is to evaluate the financial systems and associated internal controls. In practice, we cannot examine every financial implication and accounting procedure within an activity, and we cannot substitute for management's responsibility to maintain adequate systems of internal controls over financial systems. We therefore may not identify all weaknesses that exist in this regard.

Responsibilities in Relation to Fraud and Corruption

The prime responsibility for the prevention and detection of fraud and irregularities rests with management. They also have a duty to take reasonable steps to limit the opportunity for corrupt practices. It is our responsibility to review the adequacy of these arrangements, but our work does not remove the possibility that fraud, corruption or irregularity may have occurred and remained undetected.

We nevertheless endeavour to plan our internal audit work so that we have reasonable expectation of detecting material fraud, but our examination should not be relied upon to disclose all such material frauds that may exist.