

My Ref: AG 200919/CP

Date: 20<sup>th</sup> September 2019



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Andrew Gregory  
Director of Planning, Transport & Environment  
Room 305  
County Hall  
Atlantic Wharf  
Cardiff, CF10 4UW

Dear Andrew

### Delivery of Internal Audit Recommendations

The Audit Committee has noted that there are certain high / medium risk Internal Audit recommendations outstanding within your directorate which passed the agreed implementation date some time ago.

We review all Internal Audit recommendations, management responses, and agreed target dates in each Committee meeting until the point that the recommendations are confirmed as being completed. We also take the opportunity to consider the situation relating to the delivery of audit recommendations when we meet with directors and discuss the control environment within each directorate.

In discharging our responsibility to monitor the progress of addressing risk-related issues reported to the Committee, we would appreciate an account for any 'red' and 'red/amber' recommendations which are still outstanding, for which the original agreed implementation date was prior to 1<sup>st</sup> January 2019.

Accompanying this letter is the 1 recommendation which meets the above criteria. I would request:

- A brief explanation of the circumstances which have led to a delay in implementing the agreed action, together with any supporting evidence of this and;
- A commitment and timeframe for the delivery of this outstanding recommendation, drawing our attention to any relevant inhibitors or oversight mechanism you may apply.

If there are any particular circumstances which have changed, and the original agreed action may require review, please make arrangements to discuss the position with the Audit Manager who will brief the Committee accordingly.

Yours sincerely

**Ian Arundale**  
Chairperson, Audit Committee  
Cardiff Council

c.c. Audit Committee Members  
Chris Lee, Corporate Director Resources  
Chris Pyke, Audit Manager  
Rita Rohman, PA/Secretary to Chris Lee  
Joanne Brunton, Audit Assistant

#### GWEITHIO DROS GAERDYDD, GWEITHIO DROSOCH CHI

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu'n ddwyieithog. Byddwn yn cyfathrebu â chi yn ôl eich dewis, dim ond i chi roi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

#### WORKING FOR CARDIFF, WORKING FOR YOU

The Council welcomes correspondence in Welsh, English or bilingually. We will ensure that we communicate with you in the language of your choice, as long as you let us know which you prefer. Corresponding in Welsh will not lead to delay.

