

Audit Update and Recommendations current at 16 August 2010

Recommendations	Responsibility	Implementation Date	Comments
<u>INFORMATION SYSTEMS 2008/09 AUDIT REPORT</u>			
Business Continuity Plan (including IT Disaster Recovery Plan) should be maintained and tested on a regular basis to ensure that it remains current.	Assistant Chief Electoral Officer (Elections) to ensure that tests take place on a regular basis and that results are satisfactory	Tests to be undertaken within 6 weeks of completion of the IT refresh work and at a minimum of 6 monthly intervals thereafter	Tests undertaken in September 2009 by EONI Systems Security Officer and Business Scientific Services (BSS). Business Continuity Test exercise undertaken by ACEO (E) 11 March 2010. Action Plan agreed. Line upgrade complete. Secondary route is setup to enable external email and Internet access via the DR site (this is to be tested when firewall config complete). The XOSOFT Software was upgraded W/C 7 June and replication between HQ and DR file server implemented. Further progress was halted due to memory limitations of the DR ESX server. The memory has now been increased for both ESX and EROS servers on the DR site. EONI waiting on BSS to complete work before full testing.
<u>OTHER INFORMATION SYSTEMS 2008/09 AUDIT REPORT</u>			
CEO continues to discuss the recharging mechanism for District Councils with NIO with a view to reaching an expedient resolution.	Chief Electoral Officer	Ongoing until NIO act	CEO issued proposals to NIO July 2010 on how to increase annual income from District Councils
<u>PAYROLL AND TRAVEL EXPENSES 2009/10 AUDIT REPORT</u>			
Management should give further consideration to the introduction of an electronic attendance system for the purposes of administrative efficiency. EONI should identify the risks associated with the introduction of such a system including the necessary operational and monitoring processes to be implemented to ensure that they are fit for purpose.	Head of Corporate Services	31 October 2010	HOCs to evaluate the benefits of an automated attendance record system and, if approved by the Board, EONI to implement by 31 March 2011.
<u>CORPORATE GOVERNANCE 2009/10 AUDIT REPORT</u>			
As part of the development of the new customer charter management establish SMART performance standards.	Information Officer	31 December 2010	A new Customer Charter will be developed during the transition from Charter Mark to Customer Service Excellence in 2010.
<u>AUDIT UPDATE</u>			
<p>Internal Auditors - ASM Horwath On 3 August 2010 ACEO (Elections), HoCs and Finance Officer met with Internal Auditors to discuss Internal Audit Plan for 2010 /2011 and Terms of Reference. The areas selected for review are Elections, Payroll, Information Systems, Fixed Assets, Income and Registration Processes. Fieldwork will commence w/c 18 October 2010 in Headquarters, Newtownabbey, Ballymena and Omagh Area Offices. Consideration is currently being given to incorporating the new registration processes within the scope of the Area Offices review and undertaking a payroll review of permanent staff with total man days remaining at 25 or a possible reduction. Audit Internal Plan 2010 /2011 and Terms of Reference to be agreed and circulated out of Board for approval.</p> <p>External Auditors - Northern Ireland Audit Office (NIAO) HoCs has agreed with NIAO to have the Returning Officer's Expenses, Northern Ireland Account for 2009/2010 available for audit by 22 October 2010. Audit fieldwork review scheduled provisionally for November 2010. Audit Strategy to be agreed with NIAO and circulated out of Board for approval.</p>			