

# DECISION/DIRECTION NOTE

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**Title:** Salary Administration - Assignment #12-01

**Date Prepared:** May 10, 2019

**Report To:** Audit Committee

**Councillor and Role:** Councillor Debbie Hanlon, Chair

**Ward:** N/A

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## **Decision/Direction Required:**

To approve the removal of the Salary Administration audit report (Assignment #12-01) from Internal Audit's follow-up list.

## **Discussion – Background and Current Status:**

Current practice of the Office of the City Internal Auditor is to remove a report from the follow-up list after five years. The reasons for this practice are:

- changes occurring in an area over five years (i.e. new management, systems, processes, etc.) can make recommendations outdated
- perceived lack of importance of recommendations that are not acted upon over such a long period
- lack of resources available to internal audit that could be better spent in other areas

Management indicates the recommendations made in the Salary Administration audit report are now substantially implemented (i.e. 94%). One recommendation remains outstanding and management has provided an action plan for its implementation. To ensure audit resources are optimally utilized it is now recommended to remove this report from the follow-up list.

## **Key Considerations/Implications:**

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: N/A

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3. Alignment with Strategic Directions/Adopted Plans:
  - A Sustainable City
  - An Effective City
4. Legal or Policy Implications: N/A
5. Privacy Implications: N/A
6. Engagement and Communications Considerations: N/A
7. Human Resource Implications: N/A
8. Procurement Implications: N/A
9. Information Technology Implications: N/A
10. Other Implications: The possibility exists that the pending recommendations will not be implemented, and the corresponding issues/risks identified will not be mitigated.

**Recommendation:**

To approve the removal of the Salary Administration audit report from Internal Audit's follow-up list.

**Prepared by/Date:** Sean Janes, City Internal Auditor / May 10, 2019

**Reviewed by/Date:** Sean Janes, City Internal Auditor / May 10, 2019

**Approved by/Date:** Sean Janes, City Internal Auditor / May 10, 2019

**Attachments:** None