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REPORT TO: SCRUTINY COMMITTEE

REPORT ON: EXTERNAL AUDIT REPORT- CERDMS

REPORT BY: ALASDAIR CRAIK, SENIOR AUDIT MANAGER

REPORT NO: 621-2010

1 PURPOSE OF REPORT

- 1.1 To submit to Members of the Scrutiny Committee the External Audit Report on implementation of the Corporate Electronic Records and Data Management System.

2 RECOMMENDATIONS

- 2.1 Members of the Committee are asked to consider each of the report and to note the agreed action plan.

3 BACKGROUND

- 3.1 The Council is in the process of implementing a new Corporate Electronic Records and Data Management System which will see a move towards holding and managing records and data in electronic format rather than the current paper based system.
- 3.2.1 The system will be used across the organisation and will constitute a completely different way of working. The introduction of the system, if implemented effectively, will bring many benefits, drive change and delivering efficiencies.
- 3.3 Our review initially focused on the way would help the Council to meet its legal requirements under the Data Protection Act 1998 and the Freedom of Information (Scotland) Act 2002. However, during our work in April 2010, we made a number of observations regarding other aspects of the project, in particular, information management, project management and governance, and ongoing support for the system
- 3.2 External audit are currently concluding the audit of the council's statement of accounts which is on schedule for completion by 30 September. The final report to members is expected to be submitted by the target date of 31 October.

Alasdair Craik
Senior Audit Manager
29 September 2010