

**Governance - Audit and Assurance Committee - Meeting 7 - 19 May 2020 - 7.6
(a) Cover Page and Internal Audit Progress Report**

Budgets, Expenditure, Monitoring and Reporting

**Audit and Assurance Committee Freedom of Information (Scotland) Act
Exemption Form**

The author must complete this page before submitting the paper to the Business Support Office.

Publication

To demonstrate openness and transparency, all governance group papers will now be published on the website of Social Security Scotland. All governance group papers should be written in line with the Writing for Publication Guidance.

Papers which contain sensitive information which should not be published must set out the reasons why. The author must identify the relevant exemption which should apply. The exemption should be stated in the section below, with the reasoning for this decision. Please speak to the Data Protection and Information Governance team before submitting your paper if you are unsure which exemption may apply.

1. I am aware that this paper may be published in the public domain and I am content for the information to be published.

2. I believe information in this paper should be withheld from publication and that an exemption applies.

2.1. Please state the exemption and explain your reasoning:

Paper Summary for Website Publication (max 100 words)

This internal audit review of Social Security Scotland's Budgets, Expenditure, Monitoring and Reporting formed part of the Audit Plan agreed by the Accountable Officer and noted by the Audit and Assurance Committee on 19 February 2019.

This is the report issued by Internal Audit following the Budgets, Expenditure, Monitoring and Reporting review

Paper authors should write a short paragraph here to summarise the content of the paper.

Local Delivery

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I have applied

- section 38(1)b – names of staff not within the Senior Civil Service grades
- section 30(c) – applied as could cause significant harm to commercial arrangements

Paper Summary for Website Publication (max 100 words)

This internal audit review of Social Security Scotland's Local Delivery service arrangements formed part of the Audit Plan agreed by the Accountable Officer and noted by the Audit and Assurance Committee on 19 February 2019.

This is the report issued by Internal Audit following the Local Delivery Review.

Paper authors should write a short paragraph here to summarise the content of the paper.

Travel Management

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I have applied the following redactions throughout the paper –
38(1)b – to redact the names of staff not within the Senior Civil Service
section 30(c) – applied as could cause significant harm to commercial arrangements

Paper Summary for Website Publication (max 100 words)

This report contains the findings of the recent Internal Audit Review of the Social Security Scotland Travel Management Function.

Paper authors should write a short paragraph here to summarise the content of the paper.

Change Management

Audit and Assurance Committee Freedom of Information (Scotland) Act Exemption Form

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Publication

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Paper Summary for Website Publication (max 100 words)

This report contains the findings of the recent Internal Audit Review of the Social Security Change Management function.

Paper authors should write a short paragraph here to summarise the content of the paper.

Operational Policies, Procedures and Controls

Audit and Assurance Committee Freedom of Information (Scotland) Act Exemption Form

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Publication

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Paper Summary for Website Publication (max 100 words)

The paper is an internal audit report for 2019-2020, and provides an update on a range of internal audit activity that has taken place across Social Security Scotland, including Operational policies and procedures, Local Delivery arrangements and Travel and Change management.

Paper authors should write a short paragraph here to summarise the content of the paper.