
Scope / Terms of Reference : Review of Durham Crematorium 2010/11

Background

1. Internal Audit is an assurance function that provides an independent and objective opinion to Durham County Council on governance, control, and risk management by evaluating their effectiveness in achieving the Authority's objectives. It objectively examines, evaluates, and reports on the adequacy of the control environment as a contribution to the proper, economic, efficient and effective use of resources.
2. A review of Durham Crematorium was agreed at Audit Committee and was subsequently included for completion within the annual Internal Audit Plan.

Objective of Review

3. The overall objective of our reviews is to provide a risk based assessment of the systems in place in order to form an opinion as to whether they are robust and provide an adequate basis for effective control.
4. The detailed objectives for this audit are to ensure that the following areas were operated in accordance with Financial Procedures/good practice,
5. The objective of our review will be to ensure that:
 - An appropriate service level agreement between Durham County Council and the Central Durham Crematorium Joint Committee has been established, agreed and is regularly reviewed.
 - There is written evidence that the Central Durham Crematorium Joint Committee has agreed to adopt Durham County Council's Policies and Procedures.
 - There is an appropriate system in place to effectively record all income streams (Cremations, book of remembrance, plaques, urns etc.); all income is properly accounted for and can be reconciled to the Crematorium bank account and to the general ledger.
 - Processes to identify, analyse and recover outstanding debts have been established.
 - All major strategic and operational risks have been identified and are periodically reviewed; a risk owner has been established to monitor existing risks identify emerging risks and establish adequate processes to mitigate risk.
 - There is an appropriate system in place to procure goods and services which comply with Durham County Council regulations adopted by the Central Durham Crematorium Joint Committee.
 - All national policies are adhered to and all policies/service plans required for the operation of the Crematorium have been approved by the Committee.
 - All relevant legislative requirements are adhered to, including the Cremation Regulations 2008.
 - Detailed written procedures have been established for all aspects of Durham Crematoriums operations and these have been regularly reviewed and are fit for purpose.

- All of the Crematoriums assets are recorded accurately in the asset register.
- All equipment is serviced and maintained in accordance with manufacturer's instructions.
- Appropriate stock control processes are in place where relevant.
- There is an agreed and established protocol in place for the opening of post.
- Set contingency plans are in place to ensure business continuity in case of catastrophe
- Gas and electric consumption is regularly monitored.
- The Crematorium's corporate governance framework is established understood and adhered to.
- Suitable arrangements for the paying of salaries, wages and expenses etc. are in place and working effectively.
- The quality and integrity of financial and other management information is robust.

Resource Requirements

6. The review will be undertaken by XXXXXXXX. It is scheduled to start during the week commencing XXXXXXXX and will require approximately XX days of audit resource input.

Reporting Arrangements

7. The Crematorium Superintendent will be kept regularly informed of progress on our review. On completion of the review, conclusions and potential recommendations will be discussed with him prior to the preparation and issue of our draft report, the target date for the issue of which is XXXXXXXX
8. Once recommendations have been agreed and the report finalised the report will be issued to relevant officers as agreed and will also be presented as part of Internal Audits annual report to the Central Durham Crematorium Joint Committee.
9. A customer satisfaction survey will also be issued with the draft report for you to complete and return.

Implementation of Recommendations

10. Internal Audit will undertake appropriate follow-up work to confirm with responsible managers whether the recommendations agreed within the Action Plan that supports the internal control report have been implemented as intended and within timescale.

Contact Names

11. If you have any queries regarding this review please do not hesitate to contact XXXXXXXX on XXXXXXXX