

West Dunbartonshire Council  
Review Of Internal Audit Reports  
Audit & Performance Review Committee - 7 April 2010

**APPENDIX B**

Ref	Title of Report	Report Issue Date	Details on Report Actions					Department	Comments	Follow Up in Next Review Yes/No
			No. Of Outstanding Actions b/fwd From / Agreed Since Last A&PR Report	No. Now Implemented	No. Of Outstanding Actions c/fwd	No. Of O/S Actions With Planned Implementation Date Reached	No. Of O/S Actions With Planned Implementation Date Not Yet Reached			
1	Review of Corporate Governance Arrangements	Dec-05	1	0	1	1	0	Corporate Services - Finance & ICT	A review of the Chief Executive's Department structure is currently being carried out. When completed, this will enable the delayed action to be implemented.	Yes
2	Payroll	Jul-07	1	0	1	1	0	Corporate Services - Finance & ICT	A new integrated payroll / HR system has been purchased by the Authority and all procedures will have to be revisited. As a consequence of this the procedures manual will be completed after the implementation of the new system.	Yes
3	Building Standards	Mar-08	1	0	1	1	0	Housing, Environmental & Economic Development	Updated version of new software awaited.	Yes
4	Energy Management	Jun-08	6	0	6	6	0	Housing, Environmental & Economic Development	Six actions remain outstanding. Internal Audit will meet with HEED management once re-structure has been implemented.	Yes
5	NDR Recovery and Enforcement	Sep-08	1	0	1	1	0	Corporate Services - Finance & ICT	The outstanding action relates to the preparation of an office procedure manual. This will be done when resources allow and also existing procedures will have to be amended to reflect new legislation.	Yes
6	Main Accounting (08/09)	Sep-08	1	1	0	0	0	Corporate Services - Finance & ICT	The Outstanding action has now been completed.	No
7	Improvement Grants	Jan-09	1	0	1	0	1	Housing, Environmental & Economic Development	The one outstanding action is on target for completion by the due date.	Yes
8	Council Tax	Mar-09	1	0	1	1	0	Corporate Services - Finance & ICT	One action remains outstanding. A new target date of August 2010 has been set.	Yes
9	Stores	Mar-09	1	0	1	1	0	Housing, Environmental & Economic Development	Following the instruction of the audit and performance review committee held on the 9th Dec 2009 re bar-coding system; the target is to present a report with recommendation to the HEED committee scheduled for 6 October 2010.	Yes
10	NDR Liability	Mar-09	1	0	1	1	0	Corporate Services - Finance & ICT	The remaining action relates to the provision of a document imaging system for which tenders are now being reviewed.	Yes
11	Maximising Attendance	Mar-09	1	0	1	1	0	Corporate Services - OD & HR and Social Work & Health	A review of the Maximising Attendance Policy has commenced. Implementation of the revised policy has been postponed until the implementation of the new HR and OD service delivery model. New date early 2011.	Yes
12	Housing 08-09 Repairs & Maintenance	Apr-09	1	1	0	0	0	Housing, Environmental & Economic Development	The Outstanding action has now been completed.	No

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13	Freedom of Information	Jun-09	1	1	0	0	0	Corporate Services - LARS	The Outstanding action has now been completed.	No
14	Procurement	Jun-09	5	2	3	2	1	Corporate Services - Finance & ICT	The two late actions are now expected to be completed by Sept 2010 the other action is on target.	Yes
15	Accounting Systems	Oct-09	1	0	1	1	0	Corporate Services - Finance & ICT	The code of practice awaits formal approval once the revised structure for centralisation is agreed. New target 31 Dec 2010.	Yes
16	Network Controls Review	Sep-09	7	4	3	3	0	Corporate Services - Finance & ICT	Review and implementation of risks is an on-going process subject to funding and prioritisation and accordingly date of action now set at Sept 2011. The other two outstanding actions have new target dates set at Mar 2011 and Dec 2010.	Yes
17	ICT Strategy	Sep-09	13	5	8	0	8	Corporate Services - Finance & ICT	All the remaining actions are being progressed towards the scheduled completion date of March 2011.	Yes
18	VAT	Dec-09	8	6	2	2	0	Corporate Services - Finance & ICT	Two actions are outstanding with one expected to be complete shortly and the other by Oct 2010.	Yes
19	Corporate Health & Safety	Feb-10	3	2	1	0	1	Corporate Services - LARS	Outstanding action is on target.	Yes
20	Sustainability	Feb-10	13	5	8	8	0	Chief Executive	The responsibility for sustainability has transferred from the Chief Executive's to HEEDS. HEEDS management will respond to the eight late actions once their re-structure has been implemented.	Yes
21	Community Planning Partnership	Mar-10	8	6	2	1	1	Chief Executive	The late action is in relation to a formal risk assessment which has been delayed until development sessions facilitated by CIPFA are held. The revised date is December 2010 for this action . The other outstanding action is progressing to target.	Yes
22	Cash and Bank	Mar-10	8	6	2	0	2	Corporate Services - Finance & ICT	The two outstanding actions are on target to be completed by the due date.	Yes
23	Civil Contingencies	May-10	15	5	10	2	8	Chief Executive	The two late actions relate to member approval of the Civil Contingencies plan and appointment of a member champion.	Yes
24	Insurance	Jun-10	5	2	3	1	2	Corporate Services - Finance & ICT	The late action is now due to be implemented by Sept 2010 and the other actions are on target.	Yes
25	IFRS Arrangements	Jun-10	2	2	0	0	0	Corporate Services - Finance & ICT	Both actions have now been implemented.	No

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26	Purchasing Cards	Mar-10	10	8	2	0	2	Corporate Services - Finance & ICT	Both outstanding actions are currently on target to be completed by the due date.	Yes

Totals			116	56	60	34	26			
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