

West Dunbartonshire Council
Review Of Internal Audit Reports
Audit & Performance Review Committee - 12 January 2011

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	The financial regulations are currently being reviewed and updated due to the various developments within the Council and technology in general. The review should be completed by 31 March 2011.	Yes
2	Payroll	Jul-07	1	0	1	1	0	Corporate Services - Finance & ICT	An updated payroll manual is being created as part of the process of implementing and training staff on the Workforce Management System, and is available to staff as each section is completed. 50% complete and will be 100% complete Mar.11	Yes
3	Building Standards	Mar-08	1	1	0	0	0	Housing, Environmental & Economic Development	Action now completed	No
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	Improvement Grants	Jan-09	1	0	1	1	0	Housing, Environmental & Economic Development	The new target date is now 01/01/11	Yes
7	Council Tax	Mar-09	1	1	0	0	0	Corporate Services - Finance & ICT	Outstanding action completed	No
8	Stores	Mar-09	1	0	1	1	0	Housing, Environmental & Economic Development	Quotations have now been received and a report is being presented to the HEED committee on the 8 December 2010 recommending purchase and installation of the bar code system with a go live target of May 2011.	Yes
9	NDR Liability	Mar-09	1	0	1	1	0	Corporate Services - Finance & ICT	Contract has been awarded and a project is underway to introduce document imaging and workflow management in the rates section with a target date of February 2011.	Yes
10	Maximising Attendance	Mar-09	1	0	1	1	0	Corporate Services - OD & HR and Social Work & Health	A new Attendance Management policy has been drafted and consultation with the trade union commenced. Absence Review Meetings are an integral part of the new policy which is expected to be implemented by the end of April 2011.	Yes
11	Procurement	Jun-09	3	1	2	2	0	Corporate Services - Finance & ICT	The two late actions are now expected to be completed by Apr 2011.	Yes

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12	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 Mar 2011.	Yes
13	Network Controls Review	Sep-09	3	0	3	3	0	Corporate Services - Finance & ICT	Risk actions in the Clydebank kit room are ongoing and this action is well underway. Progress on the other two actions has been slower but further progress is expected on both before xmas.	Yes
14	ICT Strategy	Sep-09	8	1	7	0	7	Corporate Services - Finance & ICT	All the remaining actions are being progressed towards the scheduled completion date of March 2011.	Yes
15	VAT	Dec-09	2	1	1	1	0	Corporate Services - Finance & ICT	HMRC reinstated the de-minimus calculation. The CIPFA working party group are reviewing the partial exemption calculation which is expected to be approved Mar/Apr 2011.	Yes
16	Corporate Health & Safety	Feb-10	1	1	0	0	0	Corporate Services - LARS	Outstanding action completed	No
17	Sustainability	Feb-10	8	1	7	7	0	Chief Executive	The responsibility for sustainability has transferred from the Chief Executive's to HEEDS. HEEDS management will respond to the 7 late actions once their re-structure has been fully implemented.	Yes
18	Community Planning Partnership	Mar-10	2	1	1	1	0	Chief Executive	The late action is in relation to a formal risk assessment, and due to long term sickness, recent changes to the role of the CPP and increase in management functions, has been delayed further. Changes require to be analysed & understood before progressing the exercise.	Yes
19	Cash and Bank	Mar-10	2	1	1	1	0	Corporate Services - Finance & ICT	New target for outstanding action is the 31/03/11	Yes
20	Civil Contingencies	May-10	10	0	10	7	3	Chief Executive	Progress has been slow in actioning recommendations for various staffing reasons and lack of budget.	Yes
21	Insurance	Jun-10	3	2	1	0	1	Corporate Services - Finance & ICT	Outstanding action on target for 31/03/11	Yes
22	Purchasing Cards	Mar-10	2	0	2	2	0	Corporate Services - Finance & ICT	Both actions have a new target date of December 2010.	Yes
23	Good Governance Checklist	Jul-10	3	1	2	0	2	Chief Executive	The target date for both outstanding actions are March 11.	Yes

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24	Security of Data	Oct-10	3	1	2	0	2	Housing, Environmental & Economic Development	One outstanding action is on target but the other has been delayed from 20/12/10 to 31/03/11	Yes
25	Treasury Management	Oct-10	3	2	1	0	1	Corporate Services - Finance & ICT	Outstanding action on target for 31/12/10	Yes
Totals			69	15	54	38	16			