

**AUDIT COMMISSION INTERIM REPORT ON COPELAND BOROUGH  
COUNCIL**

**LEAD OFFICER: TIM CAPPER**

**REPORT AUTHOR: Sue Borwick**

**Summary: This report sets out the findings and Action Plan from the Audit Commission Interim Report on Copeland Borough Council.**

**Recommendation: that Members note the findings and Action Plan from the Audit Commission Interim Report on Copeland Borough Council.**

**Resource Implications: None directly arising from this report.**

**LA 21 Implications: None**

**Key Decision Status: None**

**1 INTRODUCTION**

1.1 This Audit Commission report gives the result of interim external audit work on financial aspects of Corporate Governance. The final report was published in July 2005.

**2 AUDIT COMMISSION'S FINDINGS AND CONCLUSIONS**

2.1 The full report is attached at Appendix A.

**3 MANAGEMENT RESPONSE**

3.1 In addition to the comments included in the action plan of the report, management would also like to make the following response to the numbered recommendations in the action plan:-

R1 Procedure notes were in place for business critical systems but these need to be updated following the introduction of new computer systems. There is a standard check in place as part of internal audit system audits to check whether written procedures are in place. Recommendations are made as a priority 2 (a key control) to put these in place. However, staffing resources are not always available to keep existing written procedures under review and up to date.

R2 Now implemented.

R3 Part implemented. The bank and cash reconciliation is reconciled monthly. This will be reviewed by a Senior Member of Staff with effect from November 2005.

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- R4 Implemented
- R5 The Housing Benefit control account reconciliation process has started and will be completed on a monthly basis with effect from October.
- R6 Implemented
- R7 IT access levels for individuals has been reviewed. A full ongoing process is to be developed. Annual checks are carried out by internal audit on access to the main financial systems.
- R8, R9, R10 and R11 Implemented
- R11 Procedures relating to Criminal Records Bureau (CRB) checks were placed on the Intranet in February 2004. Managers were reminded of the procedures at Management Group on 18/3/04 and Child Protection training for relevant Managers was carried out on 26/4/04.
- R12 The post of Procurement Officer is being advertised in October 2005.

**4 CONCLUSION AND RECOMMENDATION**

- 4.1 Significant progress has been made in implementing the recommendations made in the July report. Of the 4 outstanding recommendations, 1 is still well within target date and 1 is dependent upon the appointment of the Procurement Officer (post to be advertised in October 2005). The remaining 2 outstanding recommendations have been part implemented.
- 4.2 It is recommended that Members note the findings and action plan from the Audit Commission Interim Report on Copeland Borough Council.

**List of Appendices:** Appendix A – Interim Audit Report on Copeland B.C.

**List of Background Documents:** None

**Officers Consulted:** Corporate Team, Audit and Fraud Prevention  
Manager

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