

REPORT FROM AUDIT SUB-GROUP

**ITEM 9
OSCPR150905**

NOTES OF A MEETING HELD ON 4TH AUGUST 2005

Present: Cllrs G Sunderland (Chair); Mrs C Watson

Apologies: Cllrs Mrs A Bradshaw; Mrs Y Clarkson; A Norwood

Also present: Cllr A Holliday (Item 1); Cllr Miss E Woodburn (Items 1 & 2)

Officers: Mrs S Borwick, Head of Finance and Business Development;
Mrs M Robinson, Audit and Fraud Prevention Services Manager;
Mrs K Mann, Fraud Prevention Team Leader, Ms J Murray,
Scrutiny Support Officer

Item 1 : Follow up audit of Whitehaven Civic Hall

Details of this audit report were not for publication by virtue of paragraph 1 of Schedule 12A of the Local Government Act 1972 as amended. The report can be found as Item 9- Appendix 3 in Part II.

Members received assurance that there were up-to-date written procedures for cashing up in all venues. As venues were audited on a cyclical basis, Members asked the Head of Finance and Business Development to consider asking Managers to sign, at regular intervals, a statement of assurance that the written procedures were being followed.

Item 2: Monitoring Report of Fraud Prevention Team (Appendix 1)

Members noted the information received and that the section was on track to reach their agreed target of £36k. A meeting would shortly be arranged with the legal section to discuss improvements to procedures, the outcome of which would be reported to the sub group.

Item 3: Quarterly Monitoring (Appendix 2)

Additional points made:

- The insurance policy at the Beacon has been amended (para 1.2 of the report)
- Advertisement of the procurement policy post has been delayed as there is no staff resource at present to provide managerial support to the post (para 1.2)

- A consultant has been taken on for two days a week to update the renovation grants procedures and guidance (para 1.4).
- There had been a large amount of responsive audit work in the first quarter of the year (para 3.1), largely due to work arising from the wages audit of casual staff's holiday pay.
- There would be a need to advertise the Senior Auditor position following the successful appointment of Stephen Tickener to the Accountant position.
- There was little to report on the outstanding actions other than that Contract Standing Orders training had now been organised for August.