

Management Response to Interim Internal Audit

Recommendation: to note the suggested responses and to provide guidance on the issues identified in bold.

The Council's Auditor undertook her annual audit on 22nd May 2019. The annual audit forms two key processes in the council's annual work programme; the accounts are audited to enable us to publish our accounts and to submit them to the externally appointed auditors as well as reviewing our internal control processes.

A copy of the audit recommendations is attached as an appendix. In response to the issues the following is recommended:

1. Members DPI forms – EBC have ceased publishing the forms on their website. I will forward a copy of this recommendation to the monitoring officer to remind them of their obligation in this regard.
2. Minute detail – We have again been reminded of the need to only record decisions. To ensure that queries can be resolved recordings of meetings will take place from now on. **Members are asked whether they are prepared for the audio file to be published alongside the minutes?** As a form of structured information, they are subject to Freedom of Information requests.
3. Leases and rentals – There remain a number of leases which are still to be reviewed. It was agreed last year to appoint a lease specialist to review and summarise the main features of each lease and the obligations arising from them, for example where a repairing lease exists and the steps taken by us to ensure compliance with the terms. **Members are asked to confirm they are content for this work to commence? Initial outcome from the work will report to AMC.**
4. Fixed asset register – The level of detail provided in the Asset Register and the location of where the asset is held was felt to present a risk in terms of security. For this reason, we didn't publish it. We will investigate how the information can be published with less detailed information.
5. Committee and Confidential minutes – Noted
6. Bank deposits – Will investigate and look to make changes as part of a review of the Bank mandate following the change of Chair.
7. Wages records reconciled to accounts – The payroll provider has been asked to provide further information to enable this reconciliation.
8. Inquire meetings – Noted
9. Management Accounts – This will be discussed with the accountant to ensure that the safeguards in the accounts system are used in future.
10. Earmarked reserves – Noted.

Appendix 1. Interim Audit Report dated 22nd May 2019