

## REPORT TO THE AUDIT COMMITTEE – 13 DECEMBER 2018

### INTERNAL AUDIT REPORTS

#### 1. Recommendations

**The Committee is requested to:**

**1.1 Review, discuss and comment on the issues raised within this report and the attached appendices.**

#### 2. Discussion

2.1 This report advises the Committee of completed audits (section 4), and of progress with implementing agreed recommendations (section 5 and Appendices A and B).

2.2 Appropriate officers agreed the factual accuracy of the Internal Audit reports prior to issue and action has been agreed to address the issues identified. Assurances have been sought from officers regarding the implementation of agreed recommendations. Service Directors have had an opportunity to comment on the data included in Appendices A and B.

2.3 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report. Any comments made have been incorporated within the report and they are satisfied that the report complies with the Scheme of Governance and relevant legislation.

#### 3. Scheme of Governance

3.1 The Committee is able to discuss this item in terms of Sections G.1.1.d and G.1.4 of the List of Committee Powers in Part 2A of the Scheme of Governance as the Committee is responsible for Internal Audit matters and reviewing the activities of Internal Audit.

#### 4. Internal Audit Reports

##### 4.1 Housing Tendering Procedures (Internal Audit Report 1810 – November 2018)

4.1.1 Housing has a 30 year rolling Business Plan in place incorporating Housing Revenue Account (HRA) capital projects. Included in this are projects to achieve national legislative requirements such as improvements to the housing stock to ensure that it meets the Scottish Housing Quality Standard (SHQS) and the Energy Efficiency Standard for Social Housing (ESSH). The capital plan is informed by data held in the Housing Stock Database regarding components due to reach the end of their predicted lifespan, supplemented by inspections. In 2017/18, £31,604,000 was spent on HRA

capital projects. A budget of £49,959,000 has been set for 2018/19.

- 4.1.2 Reactive or cyclical repairs to the Council's Housing stock are either provided internally by Housing Repairs, by external contractors or the Council's Hard FM contractor. Planned preventative maintenance is also undertaken to ensure statutory compliance. In 2017/18, £60,957,000 was spent on maintenance. A budget of £60,744,000 has been set for 2018/19.
- 4.1.3 The Property and Facilities Management Service manages, builds and maintains the Council's diverse property portfolio. The Service manages capital building projects and other works, and revenue budget repairs and maintenance, aspects on behalf of and as directed by client services including Housing.
- 4.1.4 The objective of this audit was to ensure that robust tendering procedures are in place and that scheduling of tenders ensures that the right tenders are being progressed at the right time.
- 4.1.5 Tendering procedures are generally robust, however, Property is reluctant to include quality aspects (in addition to price) where this is not mandatory, as it could affect the efficiency of the process and number of bids. Property is however reviewing its processes to ensure complex and sensitive projects provide sufficient assurance over the quality of contractors and delivery.
- 4.1.6 Housing and contract specifications often include reference to specific brands of items – e.g. windows, electrical equipment, boilers, roofing materials. Alternative options might offer value for money but there are potential barriers to their inclusion. Although the Services has stated that they consider that the specified brands offer better value in terms of longevity and standardisation for ease of maintenance, there is currently no objective evidenced justification. The Services will work with C&PSS to ensure their approach is justifiable and compliant with procurement regulations.
- 4.1.7 Following a previous Internal Audit, Housing has commenced procurement exercises in respect of sub-contractors and accommodation requirements, however further areas of spend in excess of £50,000 have been identified. The Service has agreed to review all spend to ensure appropriate procurement activity is planned.
- 4.1.8 Progress with tendering and completion of works could be improved. 35 out of 70 current projects had been subject to delay due to initial tender returns offering insufficient value for money, lack of tender returns, skills shortages in the sector, recruitment difficulties, performance management of consultants, the complexity of the procurement process, changes to scope of projects, and difficulties in obtaining the necessary consent from owners in mixed tenure blocks. Procedures are being developed to assist each Service in understanding their needs and requirements, including how the Services can work together to develop and monitor progress against plans commensurate with the available resources.

## **4.2 Revenue Budget Setting Process (Internal Audit Report 1841 –**

## November 2018)

- 4.2.1 The revenue budget is part of the Medium Term Financial Strategy (MTFS) which is intended to outline the current and future years' anticipated financial position, including anticipated future challenges and a scope and standard of service to facilitate the Council's priorities.
- 4.2.2 The objective of this audit was to review procedures used in setting the Council's revenue budget to ensure that the requirements of the Council's new governance arrangements are being incorporated. However, there are no written procedures: Finance has described the budget setting process, which is owned and delivered by Services with support from Finance, as iterative, organic, and responsive to the needs of elected members.
- 4.2.3 Whilst the Council was able to set a balanced budget for 2018/19, selecting from a number of savings and investment options developed by Service Management Teams, it was not possible after the event to obtain full assurance in every case over Finance's review of the evidence base, calculation, and appropriate distribution between detailed budget lines. In general, except where savings options had been proposed, base budgets were not reviewed, and staff costs were unable to be fully reconciled with the HR system. In addition, budgets were allocated against Council Priorities to indicate the level of investment being made in their delivery, however the allocation process was not well recorded.
- 4.2.4 Finance has stated that improvements have been made to documentation through annual refinement of the budget process, and Finance is working with HR&OD to ensure the most accurate staffing information is available for the budget. However, there remain concerns as to the ability of the HR system to provide the data required.
- 4.2.5 Because the budget setting process is responsive, and changes each year, Finance does not intend to document it in a formal written procedure. However, for 2019/20 there are new templates, a schedule for reporting to Strategic Leadership Team, and support is being provided to Services by Finance in developing their budgets and coordinating delivery of the MTFS. Internal Audit considers that in the absence of written guidance there is a risk to consistency of practice, and therefore budget accuracy, which Finance Management has accepted.

## 4.3 Hard FM Contract (Internal Audit Report 1849 – October 2018)

- 4.3.1 A 5 year (plus optional 2 year extension) £55 million Hard FM (facilities management) contract commenced on 1 April 2017, which provides all reactive and planned preventative maintenance for a fixed monthly fee. Services may also make requests for additional minor, project or lifecycle works, and health and safety works to be undertaken at additional cost.
- 4.3.2 The objective of this audit was to review the implementation of the Hard FM contract and to ensure that it is achieving its aims.
- 4.3.3 The Service anticipated making savings and improving service delivery through the contract, however the delivery of these outcomes has not been

reviewed. There has been no review of comparative costs and activity pre and post contract (which it is recognised could be a resource intensive exercise) to demonstrate that the originally approved costs and benefits are being achieved.

- 4.3.4 The Service has stated that demand previously outstripped the available budget, and this risk has been effectively transferred to the contractor, and savings were taken across the board on this basis. The Service monitors spend against contract and budget to ensure payments are aligned with expectations. It is not possible to compare what would have been paid under previous arrangements due to significant differences in the contractual requirements and payment mechanisms. Value for money is obtained through contract performance, which is being monitored and managed, and through non-financial benefits including increased visibility and coordination of activities.
- 4.3.5 There is currently a substantial volume of duplicate data entry into multiple systems which do not interact. The Service considers that development to automate these processes would not be feasible.
- 4.3.6 Service delivery and performance issues in respect of scheduling, reporting, delivery of planned preventative maintenance (which presents health and safety regulatory risks), and providing quotations for minor works are being addressed. However, the Service has been unable to commit to a date for their conclusion as it intends to work in partnership with the contractor to achieve mutually acceptable outcomes.
- 4.3.7 Task orders are being issued for minor works in lieu of official Council Purchase Orders. In some cases, a price was not confirmed and recorded in advance of work taking place. Without an agreed price there is a risk of funds being committed in excess of available budgets. The Service will review these instances to identify if there are recording or other issues to be addressed.
- 4.3.8 Where prices have been provided, in some instances the contractor has applied a mark-up where they were not entitled to under contract. The Service will investigate and ensure any future instances are challenged. In addition, a small number of timing and calculation errors have resulted in minor overpayments for core contract costs which were not identified by the Service. Corrections have since been applied.

#### **4.4 Fixed Asset Register (Internal Audit Report 1851 – November 2018)**

- 4.4.1 Non-Current Assets are items of property, plant or equipment with physical substance and residual value which are expected to be retained in use for more than one financial year. These assets will be recognised in the Council's financial accounts after capital expenditure has been incurred to create or enhance them, will be depreciated in line with the Council's accounting policies, and where applicable are subject to revaluation at least once every five years.
- 4.4.2 Assets are recorded in the Asset Manager system, provided by CIPFA and updated by Finance. As at 31 March 2018 the total value of assets held

within the register was £2 billion, with £122 million of additions and £4.9 million of disposals applied during the year based on information obtained from Services and the financial ledger.

- 4.4.3 The objective of this audit was to ensure that assets are recorded accurately on the system, that management information regarding all aspects of the assets' financial information can be accessed timeously, and that the reconciliation from asset register to ledger is intact. In general this was the case. Written procedures are in place, and system records of additions and disposals are being updated appropriately. A minor clarification to the depreciation policy in the annual accounts has been agreed with the Service.
- 4.4.4 Services' understanding of their role in the asset register reconciliation process, including understanding their existing portfolio and the need to maintain local records, could be improved. Finance will discuss with Support Services Managers to ensure their role is clear.

#### **4.5 City Region Deal (Internal Audit Report 1852 – November 2018)**

- 4.5.1 The Aberdeen City Region Deal ("the Deal") is one delivery mechanism for the Region's economic vision. The UK Government, Scottish Government and local leaders are working together to address the challenges currently facing the Region and to capitalise on the substantial opportunities. Over the next 10 years, both Governments are committed to jointly investing up to £250 million. Aberdeen City Council and Aberdeenshire Council and regional partners are committed to investing up to £44 million. These commitments form part of an overarching £826 million funding package for the Aberdeen City Region Deal. The Deal was signed by the Councils, Scottish and UK Governments, and private sector representatives through Opportunity North East (ONE) in November 2016.
- 4.5.2 Key projects include an Oil and Gas Technology Centre, Food and Drink and Life Science Innovation Hubs, a Digital Infrastructure Fund, expansion of Aberdeen Harbour, and development of a Strategic Transport Appraisal.
- 4.5.3 Additional funding of £254 million has also been made available under a Memorandum of Understanding (MoU) between the Councils and the Governments. The funding is for specific Housing, Digital and Transportation projects, and is being managed alongside the City Region Deal programme.
- 4.5.4 Aberdeenshire Council's role as a partner to the Deal includes representation on the Aberdeen City Region Deal Joint Committee, approval of business cases for projects where Council funds will be spent, provision of resources and officer time for administration and development of projects, and additional responsibilities as the accountable body to the Scottish and UK Governments for grant disbursement.
- 4.5.5 The objective of this audit was to review the governance arrangements put in place to protect the Council's interests and ensure that planned actions are progressing with appropriate monitoring mechanisms in place.

- 4.5.6 Governance arrangements, including local and national approval of business cases; funding agreements; the Council's own procedures and regulations; Programme Management; Highlight and Financial reporting; and a Joint Committee with equal representation from Aberdeenshire Council, Aberdeen City Council, and ONE, provide a comprehensive suite of governance arrangements covering delivery and management of the City Region Deal.
- 4.5.7 As the accountable body, Aberdeenshire Council has a responsibility for stewardship over funds provided to it on behalf of the UK and Scottish Governments, for distribution to other partners. It therefore has to apply the same standards and financial and procurement regulations as it would for Council spending – unless otherwise agreed. Payments have been made to partners on the basis of invoices, rather than evidence of progress. Whilst this was sufficient to meet the Governments' requirements, it did not match the funding agreements, where these were in place. Finance has agreed to obtain additional assurance, and undertake additional checks, prior to making further payments.
- 4.5.8 Although the Governments and Councils agreed to provide 'up to' an agreed amount, this is designed as a ceiling for the public sector funding, not as a balance to private sector funding. The situations vary for each project but private funding is estimated, not committed, as it is anticipated it will appear from the 'business community', but this community did not sign up to the deal or commit any money. Where agreements have been entered into, delivery is being monitored.
- 4.5.9 Progress with planned actions is being reported, though until the annual report was concluded in November 2018 reporting to the Joint Committee has largely been limited to highlights and exceptions with no single consistent overview of progress against plan. The Programme Board considered the suite of information available sufficient for the Committee's strategic role, but has since reported on measures for delivery of the Deal's economic and other benefits which will continue to be monitored. In addition, Finance has agreed to review content and presentation of financial monitoring reports.

#### **4.6 Maintenance Repairs – Education (Internal Audit Report 1901 – November 2018)**

- 4.6.1 The Council has 17 academies, 152 primary schools and 4 special schools, each responsible for reporting any repairs or maintenance that is required to be carried out to the school or equipment within the school.
- 4.6.2 The cost of planned and reactive maintenance for schools is included under the Council's Hard FM (facilities management) contract, and for 2017/18 amounted to approximately £2,615,000. All repairs and maintenance are to be reported to the Council's Hard FM contractor in the first instance. The majority of work under £2,000 in value is covered by the contract and should be scheduled and completed at no additional cost.
- 4.6.3 However, there are exceptions: in such cases a request must be logged, a quote provided by the Hard FM contractor, and this has to be reviewed and

approved by the Council's Hard FM team before such work may be carried out and charged to the school's budget. For 2017/18 there was an allocated budget of £171,000 for non-contract repairs and maintenance across all schools and academies.

- 4.6.4 The objective of this audit was to provide assurance over systems in place to manage the Service's repairs budget.
- 4.6.5 Guidance is available on use of the Hard FM contract, however not all establishments were able to demonstrate use of this and full and consistent completion of supporting records including: work instructions, agreed timescales, and conclusion of works. Instructions are being amended, consideration will be given to tailored advice for education establishments, and schools will be reminded of the requirements.
- 4.6.6 The basis for non-contract repairs and maintenance budgets, and instructions regarding their use, would benefit from review. The Devolved School Management Scheme is under review and when concluded an updated version of the DSM Handbook will be provided to establishments.
- 4.7 Sale of Land and Property (Internal Audit Report 1904 – November 2018)**
- 4.7.1 The Council holds a portfolio of property and land which supports a range of services. Amongst other functions, Property and Facilities Management is responsible for the valuation, acquisition, rationalisation and disposal of the Council's land and property where appropriate. Details of the Council's property portfolio are recorded on the Uniform system.
- 4.7.2 Surplus property may arise from changes in service delivery or through identification of under-performing assets. As at 31 March 2018 the Council held assets with a value in excess of £1.7 billion, and within this amount £882,000 was categorised as surplus assets held for disposal.
- 4.7.3 The objective of this audit was to provide assurance that appropriate arrangements are in place to control the sale of land and property and that they are being complied with.
- 4.7.4 There are detailed written procedures supported by a suite of documentation and system records. Minor improvements to the procedures and documentation, to ensure consistent understanding and adherence to linked processes, have been recommended to and agreed with the Service.
- 4.7.5 Although the procedures are relatively robust, there is limited evidence of a file review process, in the records examined by Internal Audit, resulting in adherence to the procedure not being well evidenced. The lack of sufficient information being retained within the files to confirm this reduces assurance that sales of Council assets are being concluded appropriately and transparently, presenting a risk of undetected errors and omissions. The Service will implement a file review process at the point of case completion, and is exploring options for use of a case management system to further improve compliance in future.

#### **4.8 European Agricultural Fund for Rural Development Grant (Internal Audit Report 1911 – November 2018)**

- 4.8.1 LEADER (Liaison Entre Actions de Development Economique Rurale) is an innovative rural development funding programme for Communities and businesses. It is an element of the Scotland Rural Development Programme (SRDP) for 2014-20. North and South Aberdeenshire Local Action Groups (NALAG & SALAG) representing a cross section of interests from the community were set up to deliver this programme across Aberdeenshire. In order to carry out the programme, grant applications are submitted to Project Assessment Committees (PAC) and recommendations for approval are made to NALAG and SALAG. The LAGs then make recommendations on project applications to Aberdeenshire Council which acts as Lead Partner for the programmes.
- 4.8.2 Aberdeenshire Council, as lead partner in both NALAG and SALAG has Service Level Agreements with Scottish Government Ministers which outline the respective responsibilities of the two parties and reporting arrangements. The Council distributes funds to claimants following analysis of claim forms and subsequently recovers these along with administrative costs from the Scottish Government on a quarterly basis, along with administrative costs for the North East Scotland Fisheries LAG.
- 4.8.3 The Local Actions in Rural Communities system (LARCs) is a relatively new online system developed by the Scottish Government to manage applications and projects. Representatives from the projects are granted access to the system to upload and view documents relating to their applications for funding and subsequent claims. Members of the EU Project Team have access to the system to review documents submitted for projects and to submit information to the Scottish Government.
- 4.8.4 The objective of this audit was to perform the annual audit of grants to support the report to the Scottish Government Rural Payments and Inspections Directorate. Two projects: 01/P00001 and 02/P00009 were reviewed as part of the audit. Issues relating to the latter were reported by the Service to Infrastructure Services Committee in June 2018.
- 4.8.5 Although members' relevant interests are declared at LAG meetings, and appropriate action taken as a result, central records of interests have not been maintained up to date. The Service has agreed to update records annually.
- 4.8.6 The quality and content of project documentation varies, due to variations between projects, and different parties (including applicants) uploading it to LARCs. The EU Project Team has a role in coordinating and reviewing this documentation and must do so before any grant claims are paid. However, areas were identified where some records were not complete or accurately filed, including: expressions of interest, project planning forms, voting records, administration cost claim evidence, application of filing and file naming conventions, and correctly dating revised documentation. The Service will review its files and ensure all relevant documents are correctly filed on LARCs.

4.8.7 In addition to required in-situ monitoring visits, the Service had planned additional monitoring visits to identify and mitigate any potential issues prior to projects concluding, however these have not taken place as planned. The Service will review its plans and ensure revised plans are adhered to.

#### **4.9 Adult Social Work Financial Assessments (Internal Audit Report 1920 – November 2018)**

4.9.1 Under Social Work legislation there is an option for the Council to charge adult users of Non- Residential social services for services provided. These services include care and support, housing support, warden charges, community alarms and day care. A charging policy is in operation, based on the ability of the service user to pay, as determined by a financial assessment of their income, capital and specified outgoings, completed by a dedicated Support Team within Social Work.

4.9.2 Similarly, service users who require full time residential care are assessed on their ability to pay (typically weekly Care Home fees) through an examination of their weekly income and any capital held, which can also include ownership of property.

4.9.3 The objective of this audit was to consider whether adequate arrangements are in place across the Service to undertake financial assessments in an accurate and efficient manner and that supporting written guidance was in place to assist employees.

4.9.4 Improvements to written procedures have been recommended, and agreed with the Service, in respect of: obtaining bank statements where necessary to confirm relevant income and outgoings, recording that original documentation has been sighted before accepting copies, ensuring clear workings and supporting evidence are retained, developing guidance on deferred payments, recording residential status and home commitments, and reflecting changes to data protection regulations in procedures and forms.

4.9.5 The most efficient method of determining a client's benefit entitlement is via a DWP secure portal which would give details of current amounts being received. The Service does not currently have access to this for residential assessments, and in some cases has estimated the benefit entitlement and used these figures, the calculation of which was not always well evidenced, in the financial assessment. Current benefit payments can be obtained by asking the client to complete a consent form allowing the DWP to share information or by looking at amounts received on current bank statements. The Service has confirmed that staff will be reminded to treat assessments as interim until actual benefits received have been confirmed.

4.9.6 Assessments are subject to an annual desktop review, which includes uprating of benefits rates, application of an assumed percentage increase to pensions, and an assumption that capital values have not changed. Although letters are sent to service users to request an update if circumstances have changed, this means the Service is reliant upon the client or their representative disclosing all changes in financial circumstances. Internal Audit recommended detailed periodic review of a

sample to determine whether the assumptions hold true. The Service has considered the risk and decided not to introduce additional checks.

## **5. Progress with agreed recommendations**

- 5.1.1 Appendices A and B show progress made by Services with completing agreed Internal Audit recommendations. Where these have not been completed by their original due date, reasons are provided along with the grading applied to the recommendation in the original Internal Audit report. An explanation of the gradings used is shown at appendix C.
- 5.1.2 Where it has been confirmed that all actions contained in reports issued before April 2018 have been fully completed, these reports are no longer shown.

## **6. Implications and Risk**

- 6.1 An equality impact assessment is not required because the reason for this report is for Committee to discuss and comment on the findings of Internal Audit work and there will be no differential impact, as a result of this report, on people with protected characteristics.
- 6.2 There are no staffing or financial implications arising directly from this report other than those implicit in the tightening of internal controls recommended in the Internal Audit reports.
- 6.3 The Internal Audit process considers risks involved in the areas subject to review. Any risk implications identified through the Internal Audit process are detailed in the resultant Internal Audit reports. Recommendations are made to address the identified risks and Internal Audit follows up progress with implementing those that are agreed with management. Those not implemented by their agreed due date are detailed in the attached appendices.

### **CHIEF INTERNAL AUDITOR**

Report prepared by David Hughes, Chief Internal Auditor.  
27 November 2018.

## APPENDIX A

### POSITION WITH AGREED RECOMMENDATIONS AS AT 27 NOVEMBER 2018

#### SUMMARY

The following table provides a summary of progress being made by Services with completing agreed recommendations.

On 1 November 2018, the Committee was advised that, as at 15 October 2018, there were 56 recommendations which were due to have been completed by 30JSeptember 2018 which were not fully complete. This has reduced to 45.

The total not fully complete, which had an original due date of before 31 October 2018, is 49. Full details relating to progress, on a report by report basis, are shown in appendix B.

		Recommendations						Grading of Overdue Recommendations		
SERVICE	Agreed in reports shown in Appendix B	Due for completion by 30.09.18	Confirmed complete by Service	New in October 2018	Confirmed complete by Service	Not fully complete by original due date	Major	Significant	Important	
<b>Cross Service</b>	33	17	14	1	0	4	0	3	1	
<b>Business Services</b>	254	178	150	23	22	29	3	18	8	
<b>Health &amp; Social Care</b>	34	14	14	1	1	0	0	0	0	
<b>Education and Children's Services</b>	70	49	39	4	2	12	0	11	1	
<b>Infrastructure Services</b>	83	38	34	3	3	4	0	1	3	
<b>Total</b>	474	296	251	32	28	49	3	33	13	

**APPENDIX B**

**POSITION WITH AGREED RECOMMENDATIONS AS AT 27 NOVEMBER 2018**

Report Number	Report Title	Date Issued	Agreed in Report	Number of Recommendations			Grading of overdue recommendations
				Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date	

**CROSS SERVICE**

<b>1819</b>	<b>Climate Change Action Plan</b>	November 2017	10	6	4	2	1 Significant 1 Important
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The position with the overdue recommendations is as follows:

Chief Officer	Overdue Recommendation	Grading / Due Date	Position
Head of Property and Facilities Management	The Director of Business Services should ensure the Carbon Neutral Strategy for the Council's buildings is finalised and discussed at the appropriate level to determine whether proposals and target of carbon neutrality is realistic and affordable (2.1.10)	Significant June 2018	<ul style="list-style-type: none"> <li>The Committee was advised in September 2018 that this would be complete by November 2018.</li> </ul> <p>The latest update from the Service is that this will now be complete by the end of February 2019 as more time is required to complete the necessary report.</p>
Head of Customer Communication and Improvement	Combined Impact Appraisal Screening should be developed and implemented (2.1.14)	Important June 2018	<ul style="list-style-type: none"> <li>The Committee was advised in September 2018 that this would be complete by December 2018.</li> </ul>

Report Number	Report Title	Date Issued	Number of Recommendations			
			Agreed in Report	Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date

**CROSS SERVICE**

<b>1906</b>	<b>Timesheets and Allowances</b>	August 2018	23	12	10	2	2 Significant
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The position with the overdue recommendations is as follows:

Chief Officer	Overdue Recommendation	Grading / Due Date	Position
Head of HR&OD	Payroll should review the process of checking the payroll against set parameters between pay runs to ensure that adequate assurance is provided by the controls in place (2.2.5).	Significant October 2018	The Service has advised that the daily and weekly reports have been reviewed with the payroll team to confirm what checks are required to be undertaken during the month to ensure that required corrections are applied. The plans to create a new suite of daily reports for the transactional teams, originally anticipated for September, have been delayed but remains within the scope of the ERM iTrent Plan. This will now be complete by the end of March 2019.
Head of HR&OD	HR&OD should review the process relating to payment of overtime rates with the employing Service to ensure that it complies with the Council's Terms and Conditions (or an exception is agreed at an appropriate level), and that the process is amended to reduce the risk of overpayment (2.8.4).	Significant September 2018	<ul style="list-style-type: none"> <li>The Committee was advised in November 2018 that this will be complete by January 2019.</li> </ul>

Report Number	Report Title	Date Issued	Agreed in Report	Number of Recommendations			Grading of overdue recommendations
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**BUSINESS SERVICES**

1547	<b>Attendance Management</b>	May 2015	9	9	8	1	1 Important
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The position with the overdue recommendation is as follows:

Chief Officer	Overdue Recommendation	Grading / Due Date	Position
Head of HR & OD	HR&OD should review options for recording adherence to the Attendance Management Policy (2.3.5)	Important December 2015	<ul style="list-style-type: none"> <li>The Committee was advised in March 2016 that this would be completed by April 2016.</li> <li>The Committee was advised in July 2016 that this would be complete by August 2016.</li> <li>The Committee was advised in September 2016 that this would be complete by November / December 2016.</li> <li>The Committee was advised in February 2017 that this would be complete by December 2017.</li> <li>The Committee was advised in March 2018 that this would be complete by March 2019.</li> </ul>

Report Number	Report Title	Date Issued	Agreed in Report	Number of Recommendations			Grading of overdue recommendations
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**BUSINESS SERVICES (continued)**

1633	Cash Receipting System	March 2016	2	2	1	1	1 Significant
The position with the overdue recommendation is as follows:							
Chief Officer	Overdue Recommendation	Grading / Due Date	Position				
Head of Finance	The Service should implement a solution to current non-compliance at the earliest opportunity (2.5.2)	Significant March 2017	<ul style="list-style-type: none"> <li>The Committee was advised in July 2017 that this would be completed by February 2018.</li> <li>The Committee was advised in May 2018 that this would be completed by June 2018.</li> <li>The Committee was advised in September 2018 that this would be completed by December 2018.</li> </ul>				

Report Number	Report Title	Date Issued	Agreed in Report	Number of Recommendations			Grading of overdue recommendations
				Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date	

**BUSINESS SERVICES (continued)**

1702	Disclosure Scotland Checks	March 2017	14	14	12	2	1 Significant 1 Important
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The position with the overdue recommendations is as follows:

Chief Officer	Overdue Recommendation	Grading / Due Date	Position
Director of Business Services	Retrospective checks should be completed by the deadline reported to Disclosure Scotland (2.3.4b)	Significant March 2018	<ul style="list-style-type: none"> <li>The Committee was advised in May 2018 that this would be completed by December 2018.</li> </ul>
Head of HR & OD	Central volunteer lists should be maintained for each Service identifying the volunteer role number and Disclosure / PVG application progress (2.4.3)	Important December 2017	<ul style="list-style-type: none"> <li>The Committee was advised in January 2018 that this would be completed by March 2018.</li> <li>The Committee was advised in May 2018 that this would be completed by October 2018.</li> <li>The Committee was advised in September 2018 that this would be completed by November 2018.</li> </ul>

Report Number	Report Title	Date Issued	Agreed in Report	Number of Recommendations			Grading of overdue recommendations
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**BUSINESS SERVICES (continued)**

1712	<b>Data Protection</b>	October 2016	15	15	14	1	1 Significant
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The position with the overdue recommendation is as follows:

Chief Officer	Overdue Recommendation	Grading / Due Date	Position
Head of HR & OD	A central list should be maintained of all staff members who are recruited through an agency (outwith a framework agreement), volunteers, placement students and contractors, including whether a signed confidentiality agreement is in place (2.8.2)	Significant November 2016	<ul style="list-style-type: none"> <li>The Committee was advised in February 2017 that this would be completed by September 2017.</li> <li>The Committee was advised in December 2017 that this would be completed by March 2018.</li> <li>The Committee was advised in July 2018 that this would be completed by September 2018.</li> <li>The Committee was advised in September 2018 that this would be completed by December 2018.</li> </ul>

Report Number	Report Title	Date Issued	Agreed in Report	Number of Recommendations			Grading of overdue recommendations
				Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date	

**BUSINESS SERVICES (continued)**

1713	<b>Electronic Document Management System</b>	November 2016	8	7	6	1	1 Important
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The position with the overdue recommendation is as follows:

Chief Officer	Overdue Recommendation	Grading / Due Date	Position
Head of Finance	The Service should ensure that data is not held longer than required in line with the data protection act (2.6.5)	Important March 2018	<ul style="list-style-type: none"> <li>The Committee was advised in May 2018 that this would be completed by June 2018.</li> <li>The Committee was advised in September 2018 that this would be completed by February 2020.</li> </ul>

Report Number	Report Title	Date Issued	Agreed in Report	Number of Recommendations			Grading of overdue recommendations
				Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date	

**BUSINESS SERVICES (continued)**

1735	<b>Budget Monitoring</b>	July 2017	6	6	5	1	1 Significant
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The position with the overdue recommendation is as follows:

Chief Officer	Overdue Recommendation	Grading / Due Date	Position
Head of Finance	The Service should ensure that the revenue budget monitoring and budget holder information is up to date, consistent and accurate (2.1.5).	Significant December 2017	<ul style="list-style-type: none"> <li>The Committee was advised in March 2018 that this would be completed by June 2018.</li> <li>The Committee was advised in September 2018 that this would be completed by November 2018.</li> </ul>

Report Number	Report Title	Date Issued	Agreed in Report	Number of Recommendations			Grading of overdue recommendations
				Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date	

**BUSINESS SERVICES (continued)**

1737	Health and Safety	May 2017	16	15	11	4	2 Major 2 Significant
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The position with the overdue recommendations is as follows:

Chief Officer	Overdue Recommendation	Grading / Due Date	Position
Service Health and Safety Reps	Review dates should be included on the procedures (2.2.10 b)	Significant December 2017	<ul style="list-style-type: none"> <li>The Committee was advised in January 2018 that this was complete with the exception of Education and Children's Services which would be complete by January 2019.</li> </ul>
Service Health and Safety Reps	Each Service should complete a training needs analysis to identify mandatory and recommended Health & Safety training requirements by job role (2.3.7)	Significant December 2017	<ul style="list-style-type: none"> <li>The Committee was advised in January 2018 that this was complete with the exception of Business Services which would be completed by April 2018, and Education and Children's Services which would be complete by December 2018.</li> <li>The Committee was advised in September 2018 that the action relating to Business Services would be completed by October 2018.</li> </ul> <p>The Director of Business Services has received a combination of written and verbal confirmation that these actions have been completed, however these actions will not be closed off until he and the Internal Audit Team have received written confirmation of these tasks being completed.</p>

Report Number	Report Title	Date Issued	Number of Recommendations				Grading of overdue recommendations
			Agreed in Report	Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date	

**BUSINESS SERVICES (continued)**

**(1737 – Health and Safety – Continued)**

Chief Officer	Overdue Recommendation	Grading / Due Date	Position
Service Health and Safety Reps	Services should monitor and follow up to ensure completion of all mandatory Health & Safety training (2.3.8)	Major December 2017	<ul style="list-style-type: none"> <li>The Committee was advised in January 2018 that this was completed with the exception of Business Services which would be completed by October 2018, and Education and Children’s Services which would be complete by December 2018.</li> </ul> <p>The Director of Business Services has received a combination of written and verbal confirmation that these actions have been completed, however these actions will not be closed off until he and the Internal Audit Team have received written confirmation of these tasks being completed.</p>
Service Health and Safety Reps	Services should ensure that mitigating controls / actions from risk assessments are followed up to ensure implementation (2.4.3)	Major December 2017	<ul style="list-style-type: none"> <li>The Committee was advised in January 2018 that this was completed with the exception of Business Services which would be completed by October 2018, and Education and Children’s Services which would be complete by December 2018.</li> </ul> <p>The Director of Business Services has received a combination of written and verbal confirmation that these actions have been completed, however these actions will not be closed off until he and the Internal Audit Team have received written confirmation of these tasks being completed.</p>

Report Number	Report Title	Date Issued	Agreed in Report	Number of Recommendations			Grading of overdue recommendations
				Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date	

**BUSINESS SERVICES (continued)**

1743	<b>Deployment of Microsoft Technology</b>	June 2017	3	3	2	1	1 Significant
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The position with the overdue recommendation is as follows:

Chief Officer	Overdue Recommendation	Grading / Due Date	Position
Head of ICT	Reasons for delays should be established and appropriate corrective action taken to ensure telephone lines are closed as required and the schedule for the remaining locations is met (2.4.8)	Significant December 2017	<ul style="list-style-type: none"> <li>The Committee was advised in January 2018 that this would be completed by June 2018.</li> <li>The Committee was advised in September 2018 that this would be completed by March 2020 (re schools) although ICT is trying to bring this forward.</li> </ul>

Report Number	Report Title	Date Issued	Agreed in Report	Due for implementation by 31.10.18	Number of Recommendations		
					Confirmed Implemented by Service	Not implemented by original due date	Grading of overdue recommendations

**BUSINESS SERVICES (continued)**

1745	Payroll System and Processes	October 2017	21	21	16	5	1 Major 4 Significant
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The position with the overdue recommendations is as follows:

Chief Officer	Overdue Recommendation	Grading / Due Date	Position
Head of HR & OD	The Service should determine the best way to grant access to the iTrent system, balancing compliance with the third principle of the Data Protection Act 1998 and the administrative costs of setting up more specific access rights (2.2.13)	Major March 2018	<ul style="list-style-type: none"> <li>The Committee was advised in May 2018 that this would be completed by October 2018.</li> <li>The Committee was advised in November 2018 that this would be completed by January 2019.</li> </ul>
Head of HR & OD	The Service should undertake annual user audits to ensure user access remains appropriate (2.2.15a)	Significant March 2018	<ul style="list-style-type: none"> <li>The Committee was advised in May 2018 that this would be completed by October 2018.</li> <li>The Committee was advised in November 2018 that this would be completed by January 2019.</li> </ul>

Report Number	Report Title	Date Issued	Agreed in Report	Number of Recommendations			Grading of overdue recommendations
				Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date	

**BUSINESS SERVICES (continued)**

<b>(1745 – Payroll System and Processes – Continued)</b>							
Chief Officer	Overdue Recommendation	Grading / Due Date	Position				
Head of HR & OD	As part of the first user audit, the Service should review existing users' access levels, with their line managers, to ensure they are appropriate and not excessive (2.2.15b)	Significant March 2018	<ul style="list-style-type: none"> <li>The Committee was advised in May 2018 that this would be completed by October 2018.</li> <li>The Committee was advised in November 2018 that this would be completed by March 2019.</li> </ul>				
Head of HR&OD	The Service should liaise with the Payroll system supplier, to ensure authorisation of Paid Special Leave and Fixed Term Contract extensions, is reserved to staff with the required delegated authority (2.2.19)	Significant June 2018	<ul style="list-style-type: none"> <li>The Committee was advised in May 2018 that this would be completed by October 2018.</li> <li>The Committee was advised in November 2018 that this would be completed by March 2019.</li> </ul>				

Report Number	Report Title	Date Issued	Agreed in Report	Number of Recommendations			Grading of overdue recommendations
				Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date	

**BUSINESS SERVICES (continued)**

<b>(1745 – Payroll System and Processes – Continued)</b>							
Chief Officer	Overdue Recommendation	Grading / Due Date	Position				
Head of HR & OD	A report should be developed showing all staffing costs being charged to individual schools, or other establishments as deemed appropriate. It should be scheduled to run on a monthly basis and be sent directly to establishments (2.6.6)	Significant March 2018	<ul style="list-style-type: none"> <li>The Committee was advised in May 2018 that this would be completed by October 2018.</li> <li>The Committee was advised in November 2018 that this would be completed by March 2019.</li> </ul>				

Report Number	Report Title	Date Issued	Agreed in Report	Number of Recommendations			Grading of overdue recommendations
				Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date	

**BUSINESS SERVICES (continued)**

1804	<b>Payroll Reconciliations</b>	August 2017	4	4	2	2	2 Significant
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The position with the overdue recommendations is as follows:

Chief Officer	Overdue Recommendation	Grading / Due Date	Position
Head of HR & OD	Payroll should review outstanding reconciling differences pre-dating 2016/17 and determine, in consultation with the Head of Finance, what should be done to clear them (2.2.7a)	Significant March 2018	<ul style="list-style-type: none"> <li>The Committee was advised in May 2018 that these would be completed by March 2019.</li> </ul>
Head of HR & OD	Payroll should ensure any current year items outstanding for more than two months are investigated and cleared as soon as practically possible (2.2.7b)	Significant March 2018	

1814	<b>Social Work Tendering</b>	November 2017	13	9	9	0	0
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1817	<b>Balance Sheet Code Monitoring</b>	August 2018	5	3	3	0	0
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Report Number	Report Title	Date Issued	Agreed in Report	Number of Recommendations			Grading of overdue recommendations
				Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date	

**BUSINESS SERVICES (continued)**

1818	<b>Attendance Management</b>	May 2018	13	7	5	2	1 Significant 1 Important
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The position with the overdue recommendation is as follows:

Chief Officer	Overdue Recommendation	Grading / Due Date	Position
Head of HR&OD	The Service should review Attendance Management procedures / guidance, update as appropriate and ensure that these are regularly reviewed in future (2.1.2)	Important August 2018	<ul style="list-style-type: none"> <li>The Committee was advised in November 2018 that this would be completed by March 2019.</li> </ul>
Head of HR&OD	HR should ensure that all reporting managers receive trigger reports (2.2.16)	Significant September 2018	<ul style="list-style-type: none"> <li>The Committee was advised in November 2018 that work is underway to correct reporting relationships recorded in iTrent.</li> </ul> <p>The latest update from the Service is that work is continuing to ensure that service areas only receive trigger reports if they are confident that their reporting relationships are correct, in order to reduce the risk of people seeing absence records of people that they do not line manage. This has limited the extent of distribution of trigger reports within Education &amp; Children's Services and Health &amp; Social Care up to this point. Work continues in relation to correcting reporting relationships in remaining areas within these services, and the distribution of trigger reports is expanding to include such areas shortly after these corrections. This will now be complete by the end of 31 March 2019.</p>

Report Number	Report Title	Date Issued	Agreed in Report	Number of Recommendations			Grading of overdue recommendations
				Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date	

**BUSINESS SERVICES (continued)**

1823	<b>System Recovery</b>	June 2018	5	5	0	0
1824	<b>Compliance with Procurement Related Legislation and Council Regulations</b>	October 2017	16	14	0	0
1831	<b>Pensions</b>	January 2018	5	4	0	0
1832	<b>Mobile Phones Contract</b>	May 2018	10	8	1	1 Significant

The position with the overdue recommendations is as follows:

Chief Officer	Overdue Recommendation	Grading / Due Date	Position
Head of Commercial and Procurement Services	The Council's mobile telephony supplier should be contacted to obtain a signed variation agreement for an appropriate duration (2.2.12)	Significant June 2018	<ul style="list-style-type: none"> <li>The Committee was advised in September 2018 that this would be completed by November 2018 through award of a new contract.</li> </ul>

Report Number	Report Title	Date Issued	Agreed in Report	Number of Recommendations			Grading of overdue recommendations
				Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date	

**BUSINESS SERVICES (continued)**

1834	<b>Councillors Induction</b>	January 2018	7	7	6	1	1 Significant
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The position with the overdue recommendations is as follows:

Chief Officer	Overdue Recommendation	Grading / Due Date	Position
Head of HR & OD	The current Policy should be reviewed and approved by the current Council (2.4.4 a).	Significant April 2018	<ul style="list-style-type: none"> <li>The Committee was advised in July 2018 that this would be completed by September 2018.</li> <li>The Committee was advised in September 2018 that this would be completed by November 2018.</li> </ul>

Report Number	Report Title	Date Issued	Agreed in Report	Number of Recommendations			Grading of overdue recommendations
				Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date	

**BUSINESS SERVICES (continued)**

1835	<b>Partnerships and Joint Working</b>	January 2018	6	2	0	2	2 Significant
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The position with the overdue recommendations is as follows:

Chief Officer	Overdue Recommendation	Grading / Due Date	Position
Head of Customer Communication and Improvement	The Policy, Performance and Improvement Team should complete its review of the Partnership Working Policy and, once any amendments have been approved, ensure that it is readily accessible to appropriate Officers (2.1.1).	Significant October 2018	The Service has advised that this will be complete once the revised Policy is approved at the Business Services Committee in November 2018.
Head of Customer Communication and Improvement	Services should review arrangements to determine which fall within the Policy's definition of a Partnership (2.3.3b).	Significant September 2018	<ul style="list-style-type: none"> <li>The Committee was advised in November 2018 that this would be completed by November 2018.</li> </ul>

Report Number	Report Title	Date Issued	Agreed in Report	Number of Recommendations			Grading of overdue recommendations
				Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date	

**BUSINESS SERVICES (continued)**

1837	HR Leavers Procedures	January 2018	11	7	6	1	1 Important
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The position with the overdue recommendations is as follows:

Chief Officer	Overdue Recommendation	Grading / Due Date	Position
Head of HR&OD	The Employee Exit Information procedure should be updated to indicate who has responsibility for issuing exit questionnaires once HR&OD conclude their review of the procedure (2.1.3).	Important September 2018	<ul style="list-style-type: none"> <li>The Committee was advised in November 2018 that progress with this will be reviewed in June 2019.</li> </ul>

Report Number	Report Title	Date Issued	Agreed in Report	Number of Recommendations			Grading of overdue recommendations
				Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date	

**BUSINESS SERVICES (continued)**

1838	<b>Change Management</b>	June 2018	9	9	0	0
1840	<b>Councillors' Code of Conduct</b>	June 2018	3	0	0	0
1843	<b>Changes in Government Policy, Legislation, etc</b>	May 2018	2	1	1	1 Important

The position with the overdue recommendation is as follows:

Chief Officer	Overdue Recommendation	Grading / Due Date	Position
Head of Customer Communication and Improvement	The Council should consider whether a standard process for managing change programmes to reflect changes in Government Policy, Legislation and Regulations is required, and if so develop and implement one (2.2.5)	Important June 2018	<ul style="list-style-type: none"> <li>The Committee was advised in September 2018 that this would be completed by September 2018.</li> <li>The Committee was advised in November 2018 that this would be completed by January 2019.</li> </ul>

Report Number	Report Title	Date Issued	Agreed in Report	Number of Recommendations			Grading of overdue recommendations
				Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date	

**BUSINESS SERVICES (continued)**

1844	Estate Rationalisation	October 2018	5	0	0	0	0
1849	Hard FM Contract	October 2018	9	4	0	0	0
1903	Temporary Contracts	July 2018	9	4	1	1	1 Important

The position with the overdue recommendations is as follows:

Chief Officer	Overdue Recommendation	Grading / Due Date	Position
Head of HR&OD	HR&OD should review the Contracts Information Fixed-term Guidance to ensure that it reflects current arrangements (2.1.4).	Important August 2018	<ul style="list-style-type: none"> <li>The Committee was advised in November 2018 that this would be completed by March 2019.</li> </ul>

Report Number	Report Title	Date Issued	Agreed in Report	Number of Recommendations			Grading of overdue recommendations
				Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date	

**BUSINESS SERVICES (continued)**

<b>1907</b>	<b>Cleaning Payroll</b>	September 2018	9	5	4	1	1 Important
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The position with the overdue recommendations is as follows:

Chief Officer	Overdue Recommendation	Grading / Due Date	Position
Head of HR&OD	The Service (Payroll & HR) should ensure that employees are paid correctly in accordance with the information submitted and that any underpayment / overpayment is paid / recovered promptly. (2.2.4).	Important October 2018	The Service has advised that this action has been delayed by issues arising within the transactional teams due to unexpected workload issues from August which have rolled over into later months affecting work flows and plans. Calculations have been undertaken and consideration is being given on how best to pay monies due to employees that have left and received a P45. It is anticipated that this will now be completed in November 2018.

<b>1908</b>	<b>Year-End Cut-Off Procedures</b>	October 2018	8	3	3	0	0
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<b>1917</b>	<b>Agency Staff Contract</b>	October 2018	11	10	10	0	0
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Report Number	Report Title	Date Issued	Number of Recommendations			
			Agreed in Report	Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date

**HEALTH & SOCIAL CARE PARTNERSHIP**

AW1801	Community Hospital and Home Care Staff Costs	May 2018	17	0	0	0	0
1845	Joint Occupational Therapy Store	June 2018	17	15	15	0	0

Report Number	Report Title	Date Issued	Agreed in Report	Number of Recommendations			Grading of overdue recommendations
				Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date	

**EDUCATION & CHILDREN'S SERVICES**

1606	Education Lets	December 2015	11	11	10	1	1 Important
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The position with the overdue recommendation is as follows:

Chief Officer	Overdue Recommendation	Grading / Due Date	Position
Head of Resources and Performance	The Service should use Gladstone to monitor the income from education lets in order to ensure that properties are used effectively and efficiently (2.6.1)	Important December 2016	<ul style="list-style-type: none"> <li>There have been various updates provided to Committee that have related to a number of interlinked recommendations. The Committee was advised in July 2018 that this final recommendation would be resolved by April 2019.</li> </ul>

Report Number	Report Title	Date Issued	Number of Recommendations			
			Agreed in Report	Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date

**EDUCATION & CHILDREN'S SERVICES (continued)**

1816	Health and Safety (SSERC)	January 2018	20	18	9	9	9 Significant
The position with the overdue recommendations is as follows:							
Chief Officer	Overdue Recommendation	Grading / Due Date	Position				
Head of Secondary Education and Additional Support	The Service should review the current Health and Safety Policies held on Arcadia and update them as required (2.1.4)	Significant October 2018	The Service has advised that review and re-drafting working groups are in place for the Sciences, Craft & Design, Art & Design and Home Economics. Working groups for other subject areas should be established by the end of December 2018.				
Head of Secondary Education and Additional Support	The Service should confirm which training is considered necessary for all appropriate staff in relation to the areas under review and make provision for those staff to undertake that training (2.2.9a)	Significant June 2018	<ul style="list-style-type: none"> <li>The Committee was advised in September 2018 that this would be completed by December 2018.</li> </ul>				

Report Number	Report Title	Date Issued	Number of Recommendations			
			Agreed in Report	Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date

**EDUCATION & CHILDREN'S SERVICES (continued)**

<b>(1816 – Health and Safety (SSERC) – Continued)</b>					
Chief Officer	Overdue Recommendation	Grading / Due Date	Position		
Head of Secondary Education and Additional Support	Risk Assessments / COSHH Assessments should be prepared for all activities involving hazardous material or practices (2.3.3)	Significant June 2018	<ul style="list-style-type: none"> <li>The Committee was advised in September 2018 that this would be completed by October 2018.</li> <li>The Committee was advised in November 2018 that this would be completed by December 2018.</li> </ul>		
Head of Secondary Education and Additional Support	Schools should hold a central list of risk assessments which includes review dates and responsible officers. The list should be reviewed annually (2.3.4)	Significant June 2018	<ul style="list-style-type: none"> <li>The Committee was advised in September 2018 that Service management was actively seeking updates from schools that have not provided an update.</li> </ul> <p>The latest update from the Service is that 7 have responded and the remaining 10 have been given until 16 November 2018 to respond.</p>		
Head of Secondary Education and Additional Support	The Service should consider introducing a Quality Assurance regime in relation to Health & Safety within Science Departments (2.4.2)	Significant June 2018	<ul style="list-style-type: none"> <li>The Committee was advised in September 2018 that this would be completed by October 2018.</li> </ul> <p>The latest update from the Service is that a self-assessment /evaluation review has been completed for all academies. Key school, ECS and Property actions required to comply with this have been identified and a briefing document is being prepared which will be ready during the week commencing 12 November 2018.</p>		

Report Number	Report Title	Date Issued	Number of Recommendations			
			Agreed in Report	Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date
						Grading of overdue recommendations

**EDUCATION & CHILDREN'S SERVICES (continued)**

<b>(1816 – Health and Safety (SSERC) – Continued)</b>						
Chief Officer	Overdue Recommendation	Grading / Due Date	Position			
Head of Secondary Education and Additional Support	The Service should revisit the Science facilities action plans and ascertain whether the schools have carried out the actions allocated to them (2.4.3a)	Significant October 2018	The Service has advised that issued raised are being summarised into an overview and will be progressed by the end of December 2018.			
Head of Secondary Education and Additional Support	The Service should review the actions which involved property and detail the reasons why any were not implemented (2.4.3b)	Significant June 2018	<ul style="list-style-type: none"> <li>The Committee was advised in September 2018 that this would be completed by October 2018.</li> </ul> <p>The latest update from the Service is that all issues highlighted in this recommendation are being progressed as a result of other recommendations above. The self-assessment questionnaire mentioned previously will indicate areas of risk that require to be dealt with.</p>			
Head of Secondary Education and Additional Support	The Service should ensure that an appropriate contract is put in place to test fume cupboards and that statutory timescales are included in the specification (2.6.3)	Significant June 2018	<ul style="list-style-type: none"> <li>The Committee was advised in September 2018 that this would be completed by October 2018.</li> <li>The Committee was advised in November 2018 that this would be completed by December 2018.</li> </ul>			

Report Number	Report Title	Date Issued	Agreed in Report	Number of Recommendations			Grading of overdue recommendations
				Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date	

**EDUCATION & CHILDREN'S SERVICES (continued)**

<b>(1816 – Health and Safety (SSERC) – Continued)</b>							
Chief Officer	Overdue Recommendation	Grading / Due Date	Position				
Head of Secondary Education and Additional Support	The Service should ensure that the required radioactive leak testing is carried out in line with HSE guidance (2.8.2)	Significant June 2018	<ul style="list-style-type: none"> <li>The Committee was advised in September 2018 that this would be completed by October 2018.</li> </ul> <p>The latest update from the Service is that this will be complete by the end of November 2018.</p>				
<b>1821</b>	<b>Community Centres</b>	May 2018	15	12	12	<b>0</b>	<b>0</b>

Report Number	Report Title	Date Issued	Agreed in Report	Number of Recommendations			Grading of overdue recommendations
				Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date	

**EDUCATION & CHILDREN'S SERVICES (continued)**

1836	Catering Procurement	May 2018	10	9	7	2	2 Significant
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The position with the overdue recommendations is as follows:

Chief Officer	Overdue Recommendation	Grading / Due Date	Position
Head of Commercial and Procurement Services	CPS should ensure that the relevant approval to procure from framework agreements has been granted for all framework agreements in line with Financial Regulations. (2.2.4)	Significant September 2018	<ul style="list-style-type: none"> <li>The Committee was advised in November 2018 that this would be completed by December 2018.</li> </ul>
Head of Commercial and Procurement Services	CPS should ensure that authorisation to award contracts from framework agreements is being sought and obtained in advance in line with Financial Regulations. Retrospective approval for all contracts should be obtained if necessary. (2.3.2)	Significant September 2018	<ul style="list-style-type: none"> <li>The Committee was advised in November 2018 that this would be completed by December 2018.</li> </ul>

Report Number	Report Title	Date Issued	Number of Recommendations				Grading of overdue recommendations
			Agreed in Report	Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date	

**EDUCATION & CHILDREN'S SERVICES (continued)**

1847	Pupil Equity Fund	August 2018	9	3	3	0	0
1921	Catering Income	October 2018	5	0	0	0	0

Report Number	Report Title	Date Issued	Agreed in Report	Number of Recommendations			Grading of overdue recommendations
				Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date	

**INFRASTRUCTURE SERVICES**

<b>1602</b>	<b>Rent Assessment Scheme</b>	October 2015	7	6	6	<b>0</b>	<b>0</b>
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<b>1747</b>	<b>Housing Repairs Year End Stock Checks</b>	August 2017	6	6	3	<b>3</b>	1 Significant 2 Important
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The position with the overdue recommendations is as follows:

Chief Officer	Overdue Recommendation	Grading / Due Date	Position
Head of Housing	A full review of the year end procedures should be undertaken, to include conforming with the Corporate year end timetable (2.1.3)	Important March 2018	<ul style="list-style-type: none"> <li>The Committee was advised in May 2018 that this would be completed by March 2019.</li> </ul>
Head of Housing	Stock count procedures should be updated to highlight the importance of counting stock in the absence of stock system totals (2.2.2)	Important March 2018	<ul style="list-style-type: none"> <li>The Committee was advised in May 2018 that this would be completed by March 2019.</li> </ul>
Head of Housing	The Service should investigate current stock price variations compared to average stock prices which exceed 10% on a regular basis (2.6.3)	Significant March 2018	<ul style="list-style-type: none"> <li>The Committee was advised in May 2018 that this would be completed by March 2019.</li> </ul>

Report Number	Report Title	Date Issued	Agreed in Report	Number of Recommendations			Grading of overdue recommendations
				Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date	

**INFRASTRUCTURE SERVICES (continued)**

1748	<b>Car Park Income</b>	March 2018	11	7	6	1	1 Important
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The position with the overdue recommendations is as follows:

Chief Officer	Overdue Recommendation	Grading / Due Date	Position
Head of Transportation	The Service, Finance and Legal & Governance, should review the Excess Charge Notice process to determine whether the Corporate Arrears Recovery System could be used (2.1.8)	Important September 2018	<ul style="list-style-type: none"> <li>The Committee was advised in November 2018 that this would be completed by January 2019.</li> </ul>

1826	<b>Recycling</b>	January 2018	5	3	3	0	0
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1828	<b>Vehicle Usage</b>	November 2017	8	4	4	0	0
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1839	<b>Quarries</b>	October 2018	16	2	2	0	0
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1842	<b>Roads Tendering</b>	October 2018	17	1	1	0	0
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Report Number	Report Title	Date Issued	Number of Recommendations				Grading of overdue recommendations
			Agreed in Report	Due for implementation by 31.10.18	Confirmed Implemented by Service	Not implemented by original due date	

**INFRASTRUCTURE SERVICES (continued)**

1846	Town Regeneration	July 2018	5	4	4	0	0
AW1901	Sheltered Housing Guest Room Income	May 2018	8	8	8	0	0

**APPENDIX C**

**Grading of Recommendations**

<b>GRADE</b>	<b>DEFINITION</b>
<b>Major at a Corporate Level</b>	The absence of, or failure to comply with, an appropriate internal control which could result in, for example, a material financial loss, or loss of reputation, to the Council.
<b>Major at a Service Level / within audited area</b>	<p>The absence of, or failure to comply with, an appropriate internal control which could result in, for example, a material financial loss to the Service/area audited.</p> <p>Financial Regulations have been consistently breached.</p>
<b>Significant within audited area</b>	<p>Addressing this issue will enhance internal controls.</p> <p>An element of control is missing or only partial in nature.</p> <p>The existence of the weakness identified has an impact on a system's adequacy and effectiveness.</p> <p>Financial Regulations have been breached.</p>
<b>Important within audited area</b>	Although the element of internal control is satisfactory, a control weakness was identified, the existence of the weakness, taken independently or with other findings does not impair the overall system of internal control.