








Appendix B Internal Audit Reports (Previously Issued)

Generated on: 10 September 2014







Action Status	
	Cancelled
	Overdue; Neglected
	Unassigned; Check Progress
	Not Started; In Progress; Assigned
	Completed


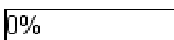
Project 48. Housing - Repairs & Maintenance S.020.13 (Report Issued October 2012)

Recommendation	Agreed Action	Status	Progress Bar	Original Due Date of Action	Actual Due Date of Action	Assigned To	Note
3. b) Contractors Contractors should tender for work where applicable. (Low Risk)	We regularly review the value, volume and type of work where it is necessary to engage sub contractors. Moving forward we will endeavour to have contracts in place for all work where it is necessary to use contractors to complete.			31-Oct-2013	31-Mar-2015	Martin Feeney	No real progress has been made, however Corporate Procurement now advise they have implemented their new service delivery model in full which should delivery capability and capacity to progress tendering process in coming months



Project 60. Procurement Corporate Function 13-14 (Report Issued December 2013)

Recommendation	Agreed Action	Status	Progress Bar	Original Due Date of Action	Actual Due Date of Action	Assigned To	Note
1. Procurement Risk Register The action identified to mitigate the risk of suppliers failing to perform to agreed standards should be implemented ie. Implement strategic sourcing toolkit. Low Risk	Agreed. This is an action in our 2013/14 Service Plan and development and delivery will continue into 2014/15.			31-Dec-2014	31-Dec-2014	Stephen West	The supplier relationship management policy and process was developed last year and approved in March 2013. This is now being rolled out to all departments and key strategic suppliers are being selected to work with. This action will carry into 2014/15.
2. Monitoring of Procurement Spending Procurement should monitor the volumes / quantities of goods procured in order to assess levels of demand and investigate instances of increase. Low Risk	At the moment this is done as and when a tender is being developed for market. We have an action in our 2013/14 Service Plan to develop reports in this area and this will continue into 2014/15.			31-Dec-2014	31-Dec-2014	Stephen West	As noted in the report comments, this is part of the tender process for each area and will be done at the point of each tender. The remaining aspect is to develop a report from the system which shows the demand. This action will carry into 2014/15.

Project 61. CHCP Excursions S.014.13 (Report Issued December 2013)

Recommendation	Agreed Action	Status	Progress Bar	Original Due Date of Action	Actual Due Date of Action	Assigned To	Note
1. Excursions Policy CHCP should participate in a working group to produce a policy to comply with the framework published by the Scottish Government and record the associated risk. (Medium Risk)	CHCP will participate in a working group to produce a policy to comply with the framework published by the Scottish Government.			31-Dec-2014	31-Dec-2014	John Hamilton	On track to be completed by December 2014 as planned.

Project 62. Educational Excursions S.014.13 (Report Issued December 2013)

Recommendation	Agreed Action	Status	Progress Bar	Original Due Date of Action	Actual Due Date of Action	Assigned To	Note
<u>1. Excursion Policy to be Updated</u> The Education department should participate in a working group to update the policy to comply with the framework published by the Scottish Government. (Medium Risk)	The Education department will participate in a working group to update the policy to comply with the framework published by the Scottish Government.		<div>0%</div>	31-Dec-2014	31-Dec-2014	Laura Mason	On track to be completed by December 2014 as planned.
<u>7. Risk Not Included in Risk Register</u> Education should record the risk presented to the department by excursions and show that they manage / mitigate the risks. (low Risk)	Education Excursion Risk Register to be implemented.		<div>0%</div>	31-Dec-2014	31-Dec-2014	Laura Mason	On track to be completed by December 2014 as planned.