



**REPORT TO AUDIT COMMITTEE ON
STATUS OF INTERNAL AUDIT ACTION PLANS
AT 30 APRIL 2022**

Summary: Section 1 Summary of Management Actions due for completion by 30/04/2022

There were 2 actions due for completion by 30 April 2022, one of which has been reported as completed by management and the completion date in relation to one action has been revised.

Section 2 Summary of Current Management Actions Plans at 30/04/2022

At 30 April 2022 there were no audit reports delayed due to management not finalising the action plan within agreed timescales.

Section 3 Current Management Actions at 30/04/2022

At 30 April 2022 there were 10 current audit action points.

Section 4 Analysis of Missed Deadlines

At 30 April 2022 there were 2 audit action points where the agreed deadline had been missed.

Section 5 Summary of Action Plan Points by Audit Year

**REPORT TO AUDIT COMMITTEE ON
STATUS OF INTERNAL AUDIT ACTION PLAN POINTS
SUMMARY OF ACTION PLANS DUE FOR COMPLETION BY 30.04.2022**

SECTION 1

Strategic Area	No. of Actions Due	No. of Actions Completed	Deadline missed Revised date set*	Deadline missed Revised date to be set*
Supply, Distribution and Property	1	0	1	0
Education, Learning and Attainment	1	1	0	0
Total	2	1	1	0

* These actions are included in the Analysis of Missed Deadlines – Section 4

In addition one action with a completion date of 31 May has been completed ahead of the deadline:

Agreed Action	Update
171. Social Work - Case Management (Report Issued August 2020)	
<p>Children's Services - Peer review of case files (Medium Risk) Management Team are reviewing peer review processes as part of case file audit and monitoring and how this can inform service redesign. Work has commenced as part of the PACE workstream in respect of children looked after at home. Intention to scale up when capacity is increased.</p>	<p>An audit framework has been developed across the children and adult service with planned schooled audit activity sampling 10 cases x4 times a year with clear reporting governance. An 0.5 fte post has now been recruited to , in order to progress independent audit activity within children's services.</p>

**REPORT TO AUDIT COMMITTEE ON
STATUS OF INTERNAL AUDIT ACTION PLAN POINTS
SUMMARY OF CURRENT ACTION PLANS AT 30.04.2022**

SECTION 2

CURRENT ACTIONS BY STRATEGIC AREA


Children's Health Care and Criminal Justice	
Due for completion May 2022	1
Total Actions	1
Regulatory and Regeneration	
Due for completion May 2022	1
Total Actions	1
Housing and Employability	
Due for completion May 2022	1
Due for completion September 2022	1
Total Actions	2
Supply, Distribution and Property	
Due for completion August 2022	1
Due for completion December 2022	1
Due for completion March 2023	1
Total Actions	3
Resources	
Due for completion June 2022	1
Total Actions	1
Roads and Neighbourhood	
Due for completion October 2022	2
Total Actions	2
Total current actions:	10

**REPORT TO AUDIT COMMITTEE ON
STATUS OF INTERNAL AUDIT ACTION PLAN POINTS
CURRENT ACTION PLANS AT 30.04.2022**




SECTION 3

Current Internal Audit Action Plans



P 173. Housing Voids (Report Issued October 2020)

Code	Agreed Action	Status	Original Due Date	Due Date	Assigned To	Managed By
IAAP/079	The previous policy had fallen into abeyance, with the strategic direction for voids led by the Housing Improvement Board. Whereas this has led to significant improvements against the key tenets of the historic policy, given the extent of systemic and structural changes it would be beneficial to codify this within a revised policy. This will be developed with new tenant feedback and wider tenant consultation.		31-May-2021 28-Feb-2022	30-Sep-2022*	Housing Operations Manager	Chief Officer – Housing and Employability

P IHMS Stores and Stock Management (Report issued January 2022)

Code	Agreed Action	Status	Original Due Date	Due Date	Assigned To	Managed By
IAAP/103	Lack of Stock Control Process for Direct Purchases of UPVC Units (Red) Longer term Building Services will ensure just in time delivery of uPVC windows and door units recommence in line with the Councils' renewal programme.		01-Aug-2022	01-Aug-2022	Building Services Manager	Chief Officer – Supply, Distribution and Property
IAAP/104	Lack of Stock Control Process for Direct Purchases of UPVC Units (Red) An inventory of sizes/ types/hands/styles of uPVC windows and doors will be developed for inactive orders. A plan will be put in place to install all units where feasible. Any unusable units will be dealt within in line with the Council's management of obsolete stock procedures.		31-Mar-2023	31-Mar-2023	Building Services Manager	Chief Officer – Supply, Distribution and Property
IAAP/106	Full implementation of Minimum/Maximum Levels and automatic reordering of stock items (Amber) These actions form part of stores catalogue review which is ongoing and scheduled to be completed early in the financial year 2022/2023.		30-Apr-2022	31-Dec-2022*	Building Services Manager	Chief Officer – Supply, Distribution and Property




Status Key



	On track
	Overdue – update required

**REPORT TO AUDIT COMMITTEE ON
STATUS OF INTERNAL AUDIT ACTION PLAN POINTS
CURRENT ACTION PLANS AT 30.04.2022**

SECTION 3

P	Employee Expenses (Report issued May 2022)
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Code	Agreed Action	Status	Original Due Date	Due Date	Assigned To	Managed By
IAAP/109	<p>Lack of Co-ordination and Management of Pool Vehicles (Amber) A working group has been established to review pool car procedures which is being chaired by the Chief Officer Shared Services Roads & Neighbourhood.</p> <p>The CAS team will be responsible for maintaining pool vehicle records. A review is currently being carried out of procedures to make this process more efficient.</p> <p>Cost Savings Analysis will be carried on an annual basis and reported as appropriate.</p>		01-Oct-2022	01-Oct-2022	Shared Fleet and Waste Services Manager	Chief Officer – Roads and Neighbourhood
IAAP/110	<p>Non-Compliance with Pool Car Guidance (Amber) Management will advise appropriate Line Managers that they should inform those employees who have been identified as a pool car user that where possible that the employee only use a pool car when carrying out Council Business and that they should not claim mileage except in emergency or exceptional circumstances.</p>		31-May-2022	31-May-2022	Building Standards & Environmental Health Manager Housing Development & Homelessness Manager Manager Fieldwork Services HSCP	Chief Officer – Regulatory and Regeneration Chief Officer – Housing and Employability Head of Children’s Health Care and Community Justice
IAAP/111	<p>Identification of High Levels of Claims by Teams & Individuals for Recommendation of Pool Car Use (Amber) A working group has been established to review pool car procedures which is being chaired by the Chief Officer Shared Services Roads & Neighbourhood.</p> <p>A list of high mileage claimants has been collated and the working group will assess the users in relation to allocation of pool cars and identify if additional vehicles are required.</p>		01-Oct-2022	01-Oct-2022	Shared Fleet and Waste Services Manager	Chief Officer – Roads and Neighbourhood

	On track
	Overdue – update required



**REPORT TO AUDIT COMMITTEE ON
STATUS OF INTERNAL AUDIT ACTION PLAN POINTS
CURRENT ACTION PLANS AT 30.04.2022**

SECTION 3

	Procurement Under £50k (Report issued May 2022)
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Code	Agreed Action	Status	Original Due Date	Due Date	Assigned To	Managed By
IAAP/122	Fraud Awareness Training (Amber) Management will develop and implement an on-line fraud awareness module to include procurement as a fraud risk area. This will be done in conjunction with the Organisational Development team and launched in line with their overall timescales.		30-June-2022	30-June-2022	Shared Service Manager – Audit & Fraud	Chief Officer - Resources

Status Key

	On track
	Overdue – update required

**REPORT TO AUDIT COMMITTEE ON
STATUS OF INTERNAL AUDIT ACTION PLANS
ANALYSIS OF MISSED DEADLINES**

SECTION 4

Report	Agreed Action	Original Due Date	Revised Date	Management Comments
<p>Housing Voids (October 2020)</p>	<p>Void Management Policy Review & Update (Medium Risk) The previous policy had fallen into abeyance, with the strategic direction for voids led by the Housing Improvement Board. Whereas this has led to significant improvements against the key tenets of the historic policy, given the extent of systemic and structural changes it would be beneficial to codify this within a revised policy. This will be developed with new tenant feedback and wider tenant consultation.</p>	<p>31-May-2021 28-Feb-2022</p>	<p>30-Sep-2022</p>	<p>Progress on this action has been significantly impacted due to Covid and was not able to be completed by original deadline. However, the review of the void processes, including revision of the void re-let standard and development of a void policy has been discussed at the Housing Improvement Board and Building Services Board and it was agreed that a focused void working group would be established to take this work forward and representation consists of a range of colleagues from Housing Operations, Building Services and Housing Development. The working group is now up and running and will focus on a range of aspects for the void process and progress the work in relation to the audit action.</p>
<p>IHMS Stores and Stock Management (January 2022)</p>	<p>Full implementation of Minimum/Maximum Levels and automatic reordering of stock items (Amber) These actions form part of stores catalogue review which is ongoing and scheduled to be completed early in the financial year 2022/2023.</p>	<p>30-Apr-2022</p>	<p>31-Dec-2022</p>	<p>The review of stock catalogue is continuing and progress has been impacted due to staff shortages and other priorities. Minimum and maximum stock levels have been updated within each store and automatic reordering will be implemented when the work on the stock catalogue has been completed.</p>

**REPORT TO AUDIT COMMITTEE ON
STATUS OF INTERNAL AUDIT ACTION PLANS
SUMMARY OF ACTIONS BY AUDIT YEAR**

SECTION 5

Status at 30 April 2022

Audit Year	No of Agreed Actions	No of actions complete	Current actions by Grade		
			H	M	L
2018/2019	79	79	0	0	0
2019/2020	67	67	0	0	0
Total	146	146	0	0	0

Audit Year	No of Agreed Actions	No of actions complete	Current actions by Grade		
			Red	Amber	Green*
2020/2021	25	17	0	1	7
2021/2022	31	10	2	7	12
Total	56	27	2	8	19

* Green actions are within the Council's risk appetite and are therefore not included in Audit Committee reports.