

# Housing, Homelessness and Fair Work Committee

10.00am, Thursday, 3 June 2021

## Place Services Internal Audit – Actions Update

Executive/routine Wards Council Commitments	Routine All
---	----------------

### 1. Recommendations

---

- 1.1 Housing, Homelessness and Fair Work Committee is asked to:
  - 1.1.1 Note the progress made on recommendations made on Internal Audit actions relating to the Housing Property service;
  - 1.1.2 Recognise the complexities and issues which have delayed progress and have led to revised implementation dates for some management actions; and
  - 1.1.3 Note that there are audit actions which have been agreed corporately, which services which sit within the remit of this Committee are working on.

**Paul Lawrence**

Executive Director of Place

Contact: Michael Thain, Head of Place Development

E-mail: [Michael.thian@edinburgh.gov.uk](mailto:Michael.thian@edinburgh.gov.uk) | Tel: 0131 529 2426

# Report

## Place Services Internal Audit – Actions Update

### 2. Executive Summary

---

- 2.1 This report sits alongside the referral report from the Governance, Risk and Best Value Committee on 23 March 2021 on overdue findings and provides an update on progress on management actions arising from Internal Audits which specifically relate to services which fall within the remit of this Committee.

### 3. Background

---

- 3.1 On 23 March 2021, the Governance, Risk and Best Value Committee considered a report on overdue findings and key performance indicators presented by Internal Audit.
- 3.2 This report was referred to Housing, Homelessness and Fair Work Committee for information and is included on this meeting agenda.

### 4. Main report

---

- 4.1 The Internal Audit report includes two management actions which relate to Internal Audit CW1910 – Life Safety. These are referenced at number 20 and number 131 in Appendix 2 of the original report. Both actions were low rated findings:
- 4.1.1 Issue 4.1.2 (reference 20) – this management action related to investigating the feasibility of implementing a technology solution to enable recording of the outcomes of fire inspections in low rise buildings where the Council has responsibility. This action was implemented on 7 December 2020. However, approval from ICT is still awaited and will be provided to Internal Audit as soon as it is available to enable this action to be closed; and
- 4.1.2 Issue 4.1.1 (reference 131) - this management action relates to taking a refreshed approach to water risk assessments. This action is currently showing as overdue (it was originally expected to be completed by 31/12/2020); however, Place and Corporate Property colleagues are currently developing a business case for implementation of this approach. Once finalised, the implementation date for this action will be revised and an update provided to Internal Audit.

- 4.2 There are a small number of overdue management actions which relate to Internal Audits on Council processes which are being implemented across all Council Services. These include services within the remit of this Committee. These include:

**RES1809 – Supplier Management Framework and CIS Payments**

- 4.2.1 Issue 1 – relating to the review and maintenance of the Council’s contracts register. This action has now been closed.
- 4.2.2 Issue 1.3 – relates to support and guidance for contract managers. The implementation date for this action has been revised to 30/09/2021 to allow time for training needs to be identified and incorporated into the Place training matrix.

**CE1902 – Policy Management Framework**

- 4.2.3 Issue 1.2b – relates to a review of the completeness and accuracy of the Council’s policies and online policy register. The date for implementation of this action has been revised to 31/05/2021 to enable the required review to be completed.

**CW1702 - Resilience BC**

- 4.2.4 The actions under this audit all now have revised implementation dates to recognise that the Council will prepare new Business Impact Assessments once service resumption post COVID-19 is completed and a new Senior Management Structure for the Council has been implemented.

## **5. Next Steps**

---

- 5.1 Officers will continue to progress with implementation of management actions arising from Internal Audits and will aim to conclude these within the agreed timescales.

## **6. Financial impact**

---

- 6.1 There are no financial impacts arising from this report.

## **7. Stakeholder/Community Impact**

---

- 7.1 None.

## **8. Background reading/external references**

---

- 8.1 None.

## 9. Appendices

---

9.1 None.