

Audit Follow-ups September to November 2013					Recommendations Agreed				Recommendations Implemented				Appendix 1
Department	Audit Review	Main Report Finalised	Follow up Date	Assurance level	R	A	G	Tot	R	A	G	Tot	Exception Comments
DCCS	Appointeeships and Deputyships	Jul-13	Nov-13	Red	3	15	10	28	3	15	10	28	All recommendations implemented
DCCS	Housing Recoverable Works	May-12	Oct-13	Green	0	0	4	4	0	0	2	2	<p>Two recommendations were found to be partially implemented at the time of follow-up.</p> <p>One green priority recommendation related to the introduction of a mechanism for flagging planned maintenance to officers within the Responsive Repairs section to minimise the risk of duplication of work. We are advised that the Technical Services Department has opted to provide this information via asset maintenance software, in the process of being implemented. In the meantime repairs staff have been provided with details of the revenue estimates for reference when taking repair calls so they are aware of planned maintenance works.</p> <p>The second green priority recommendation relates to introducing regular liaison meetings between the Service Charge and Revenue Manager and/or Home Ownership Section staff, and officers from the technical department regarding the progress of projects and the value of work completed to date. We note that projects are now a standard agenda item for monthly management meetings and that project information has now been uploaded into Project Vision as a means of disseminating information. Training of Estate management staff in the use of Project Vision has yet to take place.</p>
City Surveyors	Glen House Refurbishment	Mar-12	Oct-13	Green	0	2	5	7	0	2	5	7	All recommendations implemented
DCCS	Beech Gardens	Aug-12	Sep-13	Green	0	0	1	1	0	0	1	1	All recommendations implemented
Mansion House	Supplies and Services	Feb-13	Nov-13	Green	0	0	2	2	0	0	2	2	All recommendations implemented
CLS	Premises Related Expenditure	Apr-13	Sep-13	Green	0	1	6	7	0	1	5	6	One green priority recommendation related to the prompt submission of energy meter readings was found to be partially implemented. We understand that some problems have been experienced recently with 'Systemslink' and the School is working with the Energy Team to resolve these issues. A meeting is being arranged with the Energy Team. As a backup meter readings are always available from the SMART system.

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DBE	Building Fees and Charges	Jul-12	Nov-13	Green	0	0	5	5	0	0	5	5	All recommendations implemented