



Report of the Head of Building Services

Special Audit Committee –10 March 2020

Building Services Plant – Findings Update Internal Audit Report 2019/20

Purpose:	To provide an update on the Building Services Plant audit report for the above period.
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Access to Services Officer: For Information	Rhian Millar

Internal Audit on Building Services Plant – Update March 2020

1. Introduction

- 1.1 As a result of an internal audit on the Building Services Plant function carried out in 2019, an assurance level of moderate was given.
- 1.2 An action plan was developed to address the issues identified, provide recommendations and appropriate implementation steps put in place.
- 1.3 This report highlights all the High Risk (HR) and Medium Risk (MR) items. All items can be found within the relevant **Appendix A**, which sets out the report in full and associated actions, Low Risk (LR) items and points of good practice (GP)
- 1.4 This action plan identified the following High Risk actions (HR)

Report Ref: 2.2.5

- **Recommendation:** This issue needs to be formally brought to the attention of the Head of Service and a rolling programme put in place to ensure all plant is returned where the service date has expired. (HR)
- **Agreed Action:** Outstanding Plant reports sent out monthly, also will be reported in the H&S meeting.

- **Progress to Date:** Ongoing.
List now down to 101 items – graph provided in **Appendix B**. In future, items requiring service to be returned on a rolling programme. Outstanding Plant reports added as a standard item to all H&S meeting agendas.

1.5 This action plan identified the following Medium Risk actions (MR)

Report Ref: 2.1.2a

- **Recommendation:** The whereabouts of the missing items should be investigated. (MR)
- **Agreed Action:** All items accounted for/traced, software system requires updating.
- **Progress to Date:** Action complete.
Lost Reports provided and seen for deleted items.

Report Ref: 2.1.2b

- **Recommendation:** Regular sample testing of stock records should be carried out to confirm that records maintained are accurate. (MR)
- **Agreed Action:** Sample test, bi-annually.
- **Progress to Date:** Ongoing.
Arrangements and reminders put in place for sample tests to be carried out bi-annually (April and September 2020 then ongoing)

Report Ref: 2.1.3

- **Recommendation:** A more robust system should be developed to ensure that all items leaving the Stores out-of-hours are recorded. (MR)
- **Agreed Action:** There is a suitable system in place, where security, staff member should issue plant via Out of Hours requisition book. Staff to be reminded
- **Progress to Date:** Action complete
Reminder included on March Employee Briefing Note and copy sent to evidence this.

Report Ref: 2.2.3a

- **Recommendation:** Further investigation should be carried out to locate the missing items. (MR)
- **Agreed Action:** Agree all items updated on system.
- **Progress to Date:** Action complete
Lost Reports provided and seen for deleted items.

Report Ref: 2.3.2

- **Recommendation:** The contract for the procurement of Plant items should be re-tendered as soon as it is practicable to do so. (MR)
- **Agreed Action:** New framework agreement in place as of 1st November 2019 for 2 years with a possible extension of 24 months
- **Progress to Date:** Action complete
CCS/19/316 – on contracts register and new framework in place.

2. Equality and Engagement Implications

2.1 There are no equality and engagement implications associated with this report.

3. Financial Implications

3.1 There are no financial implications other than those set out in the body of the report.

4. Legal Implications

4.1 There are no legal implications other than those set out in the body of the report.

Background Papers: None.

Appendices:

Appendix A: Final Internal Audit Report Building Services Plant 2019/20 - Management Action Plan

Appendix B: Outstanding Plant Graph – September 2019 - Feb 2020