

**WAVERLEY BOROUGH COUNCIL**  
**AUDIT COMMITTEE – 17 NOVEMBER 2015**

---

**Title:**

**PROGRESS ON THE IMPLEMENTATION OF INTERNAL AUDIT RECOMMENDATIONS**

**[Wards Affected: All]**

---

**Summary and purpose:**

To inform the Audit Committee of Senior Management's progress in implementing the recommendations raised by Internal Audit following a review in their service areas. This report will enable the Committee to consider what action is required in respect of those that are overdue or appear likely to be implemented later than the target date.

---

**How this report relates to the Council's Corporate Priorities:**

Internal Audit work contributes to the safeguarding of assets against loss and waste and for identifying other value or money issues.

**Financial Implications:**

Internal audit work helps management in achieving good value for money and, individual recommendations may have value for money implications.

**Legal Implications:**

There are no direct legal implications, although good governance is strengthened by attention to the matters raised in audit recommendations.

---

**Introduction**

1. This report provides the Audit Committee with the latest position regarding the implementation of Internal Audit recommendations.
  2. Annexe 1 provides the current position on recommendations due for completion at the end of the month of the Audit Committee date.
  3. Annexe 2 details the request for change of implementation due date.
-

## **Conclusion**

4. Recommendations relate to the control environment and hence the overall governance and risk management of the Council, and it is important that agreed actions are completed within timeframes agreed with the relevant Head of Service.

## **Recommendation**

It is recommended that the Committee:

1. considers the information contained in Annexe 1 and identifies any action it wishes to be taken; and
  2. approve the proposed changes in implementation dates in Annexe 2.
- 

## **Background Papers**

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

---

## **CONTACT OFFICER:**

**Name:** Gail Beaton  
**Internal Audit Client Manager**






**Telephone:** 01483 523260  
**E-mail:** gail.beaton@waverley.gov.uk

# ANNEXE 1


## Audit Recommendations overdue or due within next month




Generated on: 17 November 2015

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

### Head of Service Wagstaff, Hugh

<b>Action Code &amp; Description</b>	IA15/28.001 Policy and Procedures	Policy and Procedure notes should be in place for all aspects of Legionella, Electrical and Fire Checks. Each policy should be subject to review and ratification by an appropriate Team / Committee on a periodic basis.	<b>Exit Meeting Date</b>	26-Jun-2015
			<b>Due Date</b>	30-Nov-2015
<b>Audit Report Code and Description</b>		IA15/28 Legionella, Electrical and Fire Checks		
<b>Agreed Action</b>		Agreed - Policies have yet to be reviewed and signed off and the procedures need to be developed and approved.		
<b>Status</b>		In Progress	<b>Progress</b>	16%
<b>Head of Service</b>				Hugh Wagstaff
<b>All Notes</b>	Fire policy has been drafted. Approved by CMT on the 14 October so is on target to meet the agreed target date.			28-Oct-2015

<b>Action Code &amp; Description</b>	IA16/05.001 Deed of Variation	The Deed of Variation covering the 2014/15 period was with the Council's legal department at the time of the audit, and the Housing team were awaiting formal issue of the variation.	<b>Exit Meeting Date</b>	27-Aug-2015
			<b>Due Date</b>	06-Oct-2015
<b>Audit Report Code and Description</b>		IA16/05 Kitchen & Bathroom (basket rates)		
<b>Agreed Action</b>		The Council will formally issue the Deed of Variation incorporating the new basket rates for kitchen and bathrooms into the programme of works between the Council and Mears.		
<b>Status</b>		Overdue	<b>Progress</b>	50%
<b>Head of Service</b>				Hugh Wagstaff
<b>All Notes</b>	Legal have advised that a realistic timeframe to complete the deed of variation is by the end of February 2016 as Mear's legal team need sufficient time to respond.			05-Nov-2015
	This is being dealt with by WBC Legal Services before it is passed to the Mears Legal Team for agreement			27-Oct-2015

# ANNEXE 2

**Internal Audit Recommendations  
presented to the Audit Committee  
for status change of Due Date on Covalent**

<b>Report ref/ recommen dation ref</b>	<b>Title</b>	<b>Recommendation</b>	<b>Justification/ Reason for change in implementation date</b>	<b>Responsible officer</b>
IA16/05.001	Kitchen & Bathroom Basket Rates re Deed of Variation	The Deed of Variation covering the 2014/15 period was with the Council's legal department at the time of the audit, and the Housing team were awaiting formal issue of the variation.	<p>This is being dealt with by WBC Legal Services before it is passed to the Mears Legal Team for agreement.</p> <p>Legal have advised that a realistic timeframe to complete the deed of variation is by the end of February 2016 as Mear's legal team need sufficient time to respond.</p> <p>Therefore a request is made for an extension to 29<sup>th</sup> February 2016.</p>	<p>Head of Housing Operations - Hugh Wagstaff</p> <p>Legal Services</p>