

**Internal Audit Follow-up
Housing & Environment
(Reporting for All dates on or before: January 2019)**

Action Plan	Dates	Status/Explanation
<p><u>16-22 - Roads Maintenance Partnership</u> Action Point : 7b - Road Maintenance Partnership (RMP) Agreement</p> <p>Importance: Medium</p> <p>Once the RMP plan (as defined in action point 7a of the report) has been clarified the Deputy Manager, RMP will review and update the "Obtaining Best Value in Works Contracts" procedure taking cognisance of agreed way forward in providing the service. Any reference to BS EN ISO 9001/9002 and/or the quality principles will be dependent on the outcome of the review by the collaborative working group.</p> <p>(S D'All, Deputy Roads Maintenance Partnership Manager)</p>	<p>Apr 2018 Jan 2019 Nov 2019</p>	<p>The decision on the way forward for the RMP was taken on 30 November 2018 and a Committee report will go to Environment & Infrastructure Committee in May 2019.</p> <p>The Obtaining Best Value Review Report will follow the ratification of the Partnership Agreement and be presented to E&I Committee in October 2019. Procedures will be developed thereafter.</p> <p>Internal Audit Opinion: Accepted</p>
<p><u>17-03 - Capital Programme</u> Action Point : 3a - Manual Recording Importance: Low</p> <p>Audit Committee Date: June 2017</p> <p>Options for digitising information are being progressed.</p> <p>(N Ballantine, Capital Programme Manager)</p>	<p>Dec 2018 Aug 2019</p>	<p>The Service has developed a contract management module for Concerto and initial training has been provided to appropriate personnel. The Project Management element of this system will go live from April 2019.</p> <p>Further developments are in progress for the financial recording and reporting and these should be in the live environment in July 2019.</p> <p>Internal Audit Opinion: Satisfactory</p>

<p>17-03 - Capital Programme Action Point : 4 - Project Assurance Importance: Low</p> <p>Audit Committee Date: June 2017</p> <p>The Capital Programme Office has been consulting with relevant Heads of Service and Senior Managers to identify the most appropriate form of key stage evaluation. Once an appropriate format has been determined this will be incorporated into the project management toolkit and procedures for the Capital Programme Office.</p> <p>(N Ballantine, Capital Programme Manager)</p>	<p>Dec 2017 Dec 2018 Mar 2019</p>	<p>Capital Programme activity analysis was undertaken and considered by the Budget Review Group in 2018 in respect of risk and commitment. A formalised evaluation procedure has yet to be developed, pending governance structure update of Capital and Transformation activity.</p> <p>A paper outlining revised arrangements was considered at Corporate Management Group in November 2018. This has been updated in line with feedback received and will be resubmitted to this forum in March 2019 for approval.</p> <p>Internal Audit Opinion: Accepted</p>
<p>17-03 - Capital Programme Action Point : 5b - Evaluation Importance: Low</p> <p>Audit Committee Date: June 2017</p> <p>The Capital Programme Office will continue to develop systems in regards to evaluation. This will include documenting a template benefits realisation report, agreeing a process and format for reporting and follow up of evaluation outcomes at the appropriate levels and building systems to link this to initial stages of future programmes.</p> <p>(N Ballantine, Capital Programme Manager)</p>	<p>Dec 2018 Oct 2019</p>	<p>Templates have been designed and are available as part of the Project Management Toolkit.</p> <p>The electronic Capital Programme management system, Concerto, has capability to allow for more robust management of this. This includes an easily accessible database of lessons learned associated with particular project types which can be utilised in the initiation stages of business case development and projects.</p> <p>Development of this module of Concerto is ongoing and final processes and formats will be released further to staged release of project management and financial recording elements.</p> <p>Internal Audit Opinion: Satisfactory</p>