

Appendix 1

Actions with a completion date up to November 2019 which have yet to be completed

Finding	Action	Action owner & Service	Date(s)	Current status	Internal Audit Opinion
<p>16-22 - Roads Maintenance Partnership Action Point : 7b - Road Maintenance Partnership Agreement Importance: Medium Audit Committee Date:</p> <p>An Enterprise and Infrastructure Committee (EIC) report of 21 January 2015 reported that the initial Road Maintenance Partnership (RMP) agreement was for a three year period expiring 31 March 2015. The relevant minutes contain a resolution for an extension for a further year and also that the agreement be subject to an ongoing review to ensure it continues to be fit for purpose. The agreement also seeks to develop systems and procedures that ensure compliance with BS EN ISO</p>	<p>Once the above RMP plan 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, Roads Maintenance Partnership Manager</p>	<p>Apr 2018 Jan 2019 Nov 2019 Nov 2020</p>	<p>A report on the Roads Maintenance Partnership Agreement was submitted to the Environment & Infrastructure Committee in May 2019 (Report 19/134 and Appendix refer). Progress has yet to be made on updating the Obtaining Best Value in Works Contracts document due to resourcing issues, however this has now been scheduled for completion next year.</p>	<p>Accepted.</p>

<p>9001/9002. At the date of audit testing no update report had been presented to the EIC and the partnership agreement had expired.</p> <p>The partnering arrangements are supported by the “Obtaining Best Value in Works Contracts” procedures that do not refer to BS EN ISO 9001/9002. The procedures are also in need of review as the document is dated 2005 and stipulate a review period of 12 months and the approval section states “await SMT authorisation”.</p>					
<p>16-23 - Personalisation Action Point : 1.2 – Self Directed Support (SDS) Strategy/Policy & Evaluation Importance: High Audit Committee Date: April 2017</p> <p>Statutory Guidance refers throughout to Local Authority strategy/policy for the implementation of SDS. This strategy/policy should address matters such as eligibility, allocation of resources and</p>	<p>Following receipt of the guidance from the Scottish Government, the outcomes from the above will be used to inform the Council-wide strategy, which will then be considered at the appropriate Committee.</p>	<p>S Cooper, Service Manager, Children & Families Services</p>	<p>Oct 2018 Nov 2019 May 2020</p>	<p>The Implementation Plan has been prepared and is awaiting presentation for approval to the Lifelong Learning Committee.</p>	<p>Accepted</p>

<p>integration with any other relevant plans.</p> <p>Whilst the Service is aware of current arrangements and plans for the delivery and monitoring of SDS, these have yet to be formalised in a strategic document and presented for approval at an appropriate level. The Service stated that further guidance is anticipated from the Scottish Government which will assist in the development of a Council-wide strategy along with colleagues from Housing & Community Safety.</p> <p>In line with recommendations from an Audit Scotland report in 2014, the Service may benefit from completing a self-evaluation of arrangements using the appropriate matrix from either CIPFA or Audit Scotland. Outcomes from this could be used to inform, and facilitate discussion about, an appropriate documented framework and strategy.</p>					
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<p><u>17-03 - Capital Programme</u> Action Point : 5 - Evaluation Importance: Low Audit Committee Date: June 2017</p> <p>Lessons learned and benefits realisation is defined as part of the project journey within the project management toolkit. In addition, one of the reportable key milestones is in respect of completing lessons learned documentation and audit has observed examples of paperwork in regards to this. The Service recognise, however, that further work is required to ensure that information from these is communicated at the appropriate level to inform best practice, measure the benefits of capital expenditure and link evaluation information to initial stages of future programmes.</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, Housing & Environment</p>	<p>Dec 2018 Oct 2019 Apr 2020</p>	<p>Arrangements for the evaluation of the Capital Programme has been subsumed within a broader piece of work in connection with the Strategic Improvement and Investment Board (SIIB). The SIIB has drafted a discussion paper covering these areas and the broader approach, for the Executive Officer Team's consideration.</p>	<p>Accepted</p>
<p><u>18-11 - School Estate Strategy</u> Action Point : 5.2 - Governance Arrangements Importance: High</p>	<p>The Service Asset Management Plan will be updated and reported to Lifelong Learning Committee.</p>	<p>C Taylor, Service Manager (Resource Management)</p>	<p>Nov 2019 Mar 2020</p>	<p>The Service Asset Management Plan is being finalised along with the School Estate Strategy. These are</p>	<p>Satisfactory</p>

<p>Audit Committee Date: January 2019</p> <p>The annual Service Asset Management Plan (SAMP), incorporating the School Estate Management Plan (SEMP), is identified within the School Estate Strategy and subsequent documents as being a key component to planning for the school estate. The SAMP provides Lifelong Learning Committee (LLC) with information on the overall position of the property assets used by Education and Children's Services to deliver services, alongside setting out developments which have been achieved and outlining future plans. However, since the commencement of the transformation review in 2016, a SAMP has not been completed. LLC has only received specific reports pertaining to individual schools and has not been provided with a recurrent overview of all matters relevant to planning for the school estate.</p>				<p>due to be considered by Lifelong Learning Committee in March 2020.</p>	
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