Appendix 2 – Summary of high priority recommendations

Internal Audit 2023-24 Internal Audit Annual Report
Audit and Corporate Governance Committee 18th July 2024

Introduction

This appendix summarises high priority recommendations from audit reviews that were finalised since the last update to the Audit and Corporate Governance Committee meeting in November 2023. It gives Members a view of areas where control weaknesses have been identified that have constituted higher risk to specific service objectives.

Satisfactory management responses to audit recommendations have been obtained. Follow up audits will be conducted to assess the level of implementation of recommendations.

SC 23-1 Procurement - Property Management (responsive and major repairs)

Eight high priority recommendations were made in the following areas:

- The drafting of contracts in relation to the appointment of suppliers for goods and services;
- Contract extensions and awards;
- Completion and authorisation of waivers;
- Procuring goods and services over £25,000;
- Monitoring of off-contract spend;
- Inclusion of contracts over £25,000 in the corporate contracts register;
- Procurement training;
- The maintenance of a risk register in relation to procurement processes.

SC 23-7 Staff Council Journeys – Business Support

Three high priority recommendations were made in the following areas:

- The use of the framework agreement for the intended purpose;
- Roles and responsibilities for contract management arrangements;
- Management information.

SC23-3 Landlord Duty of Care - Systems for the Management of Damp and Mould Inspections and Repairs

Three high priority recommendations were made in the following areas:

- Strategy, policy documents and guidance notes;
- Training;
- Procedures for effective tracking of reports of damp and mould.

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SP23-1 Health and Social Care Integration – system and information accessibility

Four high priority recommendations were made in the following areas:

- The finalisation of the S75 agreement;
- Access to information;
- System interfaces and integration;
- Monitoring and reporting.

CC 23-4 Business continuity and emergency preparedness

Seven high priority recommendations were made in the following areas:

- Implementation of roles and responsibilities;
- Service level recording and retention of plans;
- The monitoring of service plans;
- The completeness of the cascade profile;
- Service level sign off of plans;
- The testing of service level plans;
- Risk register.

End