

# Internal Audit Recommendation Tracker (Overdue and High recommendations)

# Appendix B

Last Updated: 11 January 2023

Audit Year (Date report issued)	Rec Ref	Original Recommendation	Priority	Original Managers Response	Responsible Officer/ Assistant Director	Agreed Imp Date	Revised Imp Date(s)	Status Update from Management	Status
<b>Council House Building Programme 2022/23 November 2022</b>	1	The investment appraisal parameters set within the Pamwin system are reviewed, in conjunction with the finance team, and if appropriate updated.	Medium	The parameters will be reviewed on an ongoing basis in line with continued market movement. The Council House Building Programme (CHBP) process document will be updated to include this step ahead of any iteration of appraisal. Panwin will also be reviewed to ensure it remains fit-for-purpose.	Assistant Director Regeneration	31/03/23	31/03/23	<p><i>A review of the hurdle rates will need to be undertaken with consideration for increase in construction costs, inflation, borrowing rates and cyclical works carried out by property maintenance.</i></p> <p><i>Finance has been emailed advising of need for meeting to discuss hurdle rates.</i></p> <p><i>Currently reviewing alternative appraisal software to Pamwin, awaiting quotation.</i></p>	In Progress
<b>Council House Building Programme 2022/23 November 2022</b>	2	<p>Consideration is given to:</p> <ul style="list-style-type: none"> <li>the development of a standard project risk register or for each project the Delivery Board formally assess if the Risk Register provided is sufficiently detailed and fit for purpose.</li> <li>The inclusion of Risk Management as a standard agenda item, with strategic risks going to the House Building Programme Board and site specific risk</li> </ul>	Medium	A formal Risk Register has now been adopted and agreed by the Delivery and Programme Boards. Standing agenda items will be included from December 2022 and updates to the CHBP process document will be made.	Assistant Director Regeneration	31/12/22	31/12/22	<p><i>Formal risk register has been adopted for both Programme and Delivery Boards and is reviewed on a regular basis. CHBP Process Document has been updated to reflect ongoing matters/issues.</i></p> <p><i>The Risk Register will be reviewed and updated on a quarterly basis by the Delivery Board and every Programme Board meeting.</i></p>	Complete

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		being reviewed by the House Building Deliver Board. Revised arrangements will need to be reflected in the House Building Programme process guidance.							
<b>Council House Building Programme 2022/23 November 2022</b>	3	The arrangement to update Members on the House Building Programme be reviewed, with consideration given to quarterly updates. The designated Project Manager for each site should draft a short communications strategy for each site for Delivery Board sign off, setting out the key stakeholder who will be engaged with and updated at each stage of the key stages of the development process.	Medium	Member briefings have been discussed with the Portfolio Holder and it is felt that quarterly is too frequent given that most projects will take place over a long period of time (c2 years) so six monthly is to be introduced. The comms strategy will be implemented with immediate effect with a process established for this being included in the stage 2 sign off by the Programme Board.	Director Strategic Growth and Regeneration	30/11/22	31/03/23	<p><i>Member update to be given by Assistant Director on a six-monthly basis unless anything urgent requires Members to be briefed.</i></p> <p><i>Communications Teams are part of the CHBP Delivery Board and are sent minutes of each meeting along with Highlight Reports. Close working regarding communications updates are now in place.</i></p> <p><i>Q. Why Comms Strategy sign off will be undertaken as part of Stage 2 Approval process which relates to technical specification.</i></p>	Overdue
<b>Council House Building Programme 2022/23</b>	4	The House Building Programme Board needs to establish formal arrangements to measure how the success in delivering	Low	Agree – to be included in the Stage 2 approval by the Programme Board.	Director Strategic Growth and Regeneration	30/11/22	17/02/23	Measuring success in delivery can be at Stage 2 sign off with design features and decision on tenure together with local employment and housing needs whilst other elements can only be evaluated	Overdue

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<b>November 2022</b>		the programme aims will be evaluated and also how each site will be assessed against the six aims of the New Council House Building Programme.						during and post construction.	
<b>Council House Building Programme 2022/23 November 2022</b>	5	It would enhance arrangements if each site had a control document which logs the approval grant to progress to the next stage and reference to the minutes or signed documents which grant that approval. This will assist in post project reviews when checking that approvals were all appropriately granted and where there were any delay in the progression of each site.	Low	Agreed – A site control document will be created for each site and amendment to the CHBP Process document will be made.	Assistant Director Regeneration	31/12/22	30/05/23	Still to be actioned but additional checklist will be developed to be included in the Highlight Reports to Programme and Delivery Board to show overall programme of all schemes.	Overdue
<b>Council House Building Programme 2022/23 November 2022</b>	6	The House Building Programme process document is enhanced with further details or a separate appendix on financial appraisal, review and approval	Low	Works are already underway for this section of the CHBP Process Document, and this is being complete in conjunction with Finance colleagues.	Assistant Director Regeneration	30/01/23	31/03/23	Meeting to be arranged with Finance re: financial appendix. Standing item of Programme and Delivery Board agendas to include discussion on programme finance which will be in conjunction with Regen Team and Finance Team.	Overdue

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		arrangements, seeking advice from finance as required.							
<b>Council House Building Programme 2022/23 November 2022</b>	7	The House Building Programme Board receive a quarterly update report on progress in the delivery of the recommendations set out in the Scrutiny report on The Delivery of the Council House Building. This progress report should also detail and conclude on the effectiveness of actions taken to ensure the matter raised has been addressed fully by the actions undertaken.	Low	Agreed – to be included on the agenda for every other meeting of the Programme Board	Director Strategic Growth and Regeneration	30/11/22	10/02/23	Scrutiny Report Tracker to be included in the next Programme Board meeting and every other meeting thereafter. The next Programme Board Meeting is scheduled for 14/02/23 and will be reviewed/discussed at this meeting.	Overdue
<b>Council House Building Programme 2022/23 November 2022</b>	8	Post project reviews should be logged in a forward plan diary and formally reported to both the Delivery and Programme Boards.	Low	Agreed – a forward plan for both Delivery and Programme Boards will be developed to include all relevant project reviews and other document review processes.	Assistant Director Regeneration	28/02/23	30/09/24	Scheme de-brief included as part of the CHBP Process Doc. De-brief date to be set one month after PC/handover to Housing.	Overdue