**AUDIT COMMITTEE – 26 SEPTEMBER 2017**

**PART I - DELEGATED**

**12. OFFICE SERVICES 2016/17 – UPDATE**

 **(**DCES)

1. **Summary**

1.1 This report gives an update on the internal audit recommendations from the Office Services audit.

2. **Details**

2.1 At its meeting in July this year, the audit committee requested an update on the internal audit recommendations following the Office Services audit.

2.2 Two of the recommendations have been completed, leaving one outstanding. The outstanding recommendation related to the option of automatic uploading of Inspection Reports by Contractors using mobile devices should be explored.

2.3 As at September 2017 the position on this recommendation was that HBI (Office Supplier) do have an App available for recording Legionella data. This was rolled out to a few sites in March 2017 and once rolled out completely will effectively reduce staff time as the data will automatically populate the site and in addition aids compliance with Legionella testing legislation. The app is now being used by the PPM Contractor on the majority of sites, there are still a few teething problems but these are being dealt with and once resolved will be applied to all other sites. After a recent review of the use of the App, HBI have agreed to shadow the team during September and the planned deadline of January 2018 will be met.

3. **Options/Reasons for Recommendation**

3.1 The recommendation enables the Committee to note the progress in completing this internal audit recommendation.

4. **Policy/Budget Implications**

4.1 The recommendations in this report are within the Council’s agreed policy and budgets.

5. **Legal, Equal Opportunities, Staffing, Environmental, Community Safety, Customer Services Centre and Website Implications**

5.1 None specific.

6. **Financial Implications**

6.1All costs can be contained within existing budget provisions.

7. **Risk Management Implications**

7.1 There are no risks associated with the decision members are being asked to take.

8. **Recommendation**

8.1 That the Committee notes the progress in completing this internal audit recommendation.

 Report prepared by: Tracy Langley – Facilities Manager

 **Background Papers:**  Audit Committee SIAS update on audit recommendations (various committee dates)