**AUDIT COMMITTEE – 26 JULY 2016**

**PART I – DELEGATED**

**8. Outstanding recommendations – Asset MANAGEMENT**

(DCES)

1. **Summary**

# 1.1 This report responds to the queries and challenges reported back after the meeting of Audit Committee dated 28/06/16

2. **Details**

2.1 Two identified risks had been reported by internal auditors and no actions or resolution achieved since early 2014 when first reported.

3. **Options/Reasons for Recommendation**

3.1 Specific issue Ref No.01 required - the condition of all Council owned properties should be reviewed periodically and a planned maintenance programme put in place to deal with issues identified. The deadline was set as 31/03/16.

The service has been understaffed for some time but a restructure of Property Services to include Asset and Facilities Management has taken place and all posts have been filled. A review of all workloads and working practices has taken place and a plan is in operation to meet past shortcomings. A revised timetable of 30/09/16 is appropriate and achievable for this recommendation.

*3.2* Specific issue Ref No.02 required - when the Asset and Property Service have carried out the data quality exercise of the Uniform system, a regular report should be produced from the system to identify lease renewals and rent reviews due.

This is dependent upon a required software upgrade to Uniform which is planned but outside the control of the service as it is undertaken by ICT. It is therefore requested this be put back to 31/12/16 by which time the upgrade should have taken place.

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**

6.1There are no changes to the budget agreed by Members as a result of this report.

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 agree to the extension to 30 September 2016 for Ref No.01 as a plan has been put in place , is fully operational and on course to complete on time.

That the Committee agree to the extension to 31 December 2016 for Ref No.02 and link to ICT until the Uniform update is applied and in full working order.

Report prepared by: Lyn Ware, Interim Head of Property Services