

APPENDIX B Audit & Standards Committee October 2023

Audit	Officer Responsible	Grade	Target Date	Recommendation	Management Comments/Agreed Action	Latest update
H- Temporary Accommodation 2021-22	Community Partnerships Service Manager - Rachael Felts & Steve Nash - Housing Manager	Medium	30/09/2022	<p>Procurement strategy - A procurement strategy should be produced in accordance with the relevant legislation and statutory guidance. Management may wish to consolidate the procurement strategy with the Council's temporary accommodation placements protocol – an example document has been shared with management.</p> <p>The strategy should be agreed with the Council's Commissioning Service Manager and approved by Cabinet, after which, it should be communicated to the relevant staff and applied accordingly going forward.</p>	Support the recommendation which will be actioned by the Senior Housing Advisor.	Agreed action further developed as part of 2023/24 audit of Homelessness and Temporary Accommodation. Revised date of September 2024.
H-ICT Asset Management 2022-23	Rob Chew – Head of ICT	Medium	30/06/2023	<p>ICT Software Asset Register - A corporate central register for all software applications and licenses is to be developed and implemented. This Register should contain key fields, such as:</p> <ul style="list-style-type: none"> •Software information; •Licensing information; •Renewal dates; •Department owner; •Support contact information; and •Purchase information. <p>The Register should be reviewed regularly for accuracy by the relevant service area.</p>	An output from the Business Applications workstream of the ICT Transformation Programme is a software register including the key fields listed. This data will be imported into the same system used for Hardware asset management.	We have inputted approx. 50% of the software information into the register. This action should be completed in November. A standard task has been setup on the helpdesk system to review a sample of the information annually. Revised deadline of November 2023.
H-Partnerships and shared services 2022-23	Interim Deputy Chief Executive (& s.151 officer)	Medium	30/06/2023	<p>Business continuity - Update the partnership register to include a column to indicate whether the service is considered business critical and, if so, for the relevant service manager to record whether a suitable and up-to-date business continuity plan is in place for the partnership. Ensure that the business continuity plan for the revenues and benefits partnership is reviewed, updated and uploaded to the Resilience Direct system and that the payroll BCP reflects the new partnership.</p>	Partnership Register to be updated to reflect recommendation.	Partnership Register amended to reflect BC compliance, awaiting officers' completion. This is part of the Partnership Register Review, aim is to have this completed by end of December 2023. Therefore revised deadline of December 2023.

H-Partnerships and shared services 2022-23	Interim Deputy Chief Executive (& s.151 officer)	Medium	31/07/2023	Partnership policy - When the current strategic management review has been completed, the Council should review and update its partnership and shared services policy. The updated policy should clearly distinguish between different types of partnership and set out more clearly the relative governance, performance and risk management arrangements for each. It should include a clear evaluation and gateway approval process for any proposals to enter into significant new operational partnership or shared service arrangements.	The Councils governance arrangements are currently being reviewed. The development of a partnership policy will be included as part of that overall review.	Strategic management review delayed pending formal start of new Chief Executive - may not be completed before summer 2024. Constitution review was suspended prior to election and recently re-visited following Constitutional Review Committee on 05/10/2023 - this review may not be completed until spring 2024. Considering the extended timescale for the above review, s151 Officer intends to now start the review of the policy following completion of the Partnership Register with the aim to have the policy review completed by end of January 2024. Therefore revised deadline of January 2024.
H-Partnerships and shared services 2022-23	Interim Deputy Chief Executive (& s.151 officer)	Medium	31/07/2023	Officer responsibilities - Ensure that ongoing responsibility for review and update of the partnership policy and partnership register is formally allocated to a member of staff following the departure of the Community Partnerships Manager. In addition, a member of CMT should be nominated as the accountable officer for all matters in relation to partnerships and shared services following update of the policy (R1).	The Partnership Policy will rest with the Interim Deputy Chief Exec (& s.151 officer) [substantive role: Director of Resources (&s.151 officer). Operationally this will be immediate, but will be embedded as part of the wider review of governance (and respective delegations).	This is wholly dependent on the Partnership Policy review. Therefore revised deadline of January 2024.
H-Partnerships and shared services 2022-23	Interim Deputy Chief Executive (& s.151 officer)	Medium	31/07/2023	Partnership register - Update the partnership and shared services register to include additional information as follows: •details of the annual financial and/or resource commitment provided by the Council; •key performance measures, outcomes or savings targets; •for service delivery partnerships, date of last review/update of the partnership agreement; •future expiry, review or break clause dates.		Partnership Register amended to reflect IA suggested changes, awaiting officers review, update and completion. This is part of the Partnership Register Review, aim to have this completed by end of December 2023. Therefore revised deadline of December 2023.
H-Partnerships and shared services 2022-23	Interim Deputy Chief Executive (& s.151 officer)	Medium	31/07/2023	Review and update the parking partnership agreements and revenues and benefits agreement - Review and update the various agreements and SLAs making up the parking partnership to ensure they remain fit for purpose and reflect any changes in relevant legal or regulatory requirements. Review and update the Revenues and Benefits partnership agreement, which expired in April 2021.	General - Current partnerships will be reviewed and establish agreement review dates, with the register duly updated. LRBP - The Monitoring Officer for the LRBP (Hinckley & Bosworth DC) has recognised that the current agreement has expired but partners would continue to work "to the agreement" pending a new one being developed/put in place for the move to a sole/single employer. Parking - To be updated as part of the review of all partnership arrangements.	> LRBP - resolved. > Car Parking; there is currently a parking strategy review being undertaken. Once the conclusions of this review are complete, the partner agreements will be reviewed. The parking review is expected to report to Scrutiny in February/March 2024. Therefore a revised deadline of March 2024.