

Summary of management action taken following the issue of the audit report

Building Security Follow Up Regeneration & Environment 22/23-R&E13 October 2023

The following table documents the original recommendations, the findings in the follow up report and the revised recommendations.

Reference number	Agreed action	Summary of findings in follow up audit	Recommendation raised	Update as at January 2024 By The Head of Asset Management
1	Facilities Manager to review inspection frequency with the Building Officers and to issue written reminder to Building Officers to ensure that inspections are recorded on CIPFA Asset Manager system in accordance with the inspection policy.	<p>The Facilities Manager did issue a written reminder to Building Officers on 17th October 2022 to ensure that inspections are recorded on the CIPFA Asset Manager system in accordance with the inspection policy, however Building Officers have not followed this instruction and the control weakness remains.</p> <p>The follow up audit identified that the inspection frequency record had been updated to reflect</p>	Compliance Manager to ensure that inspection frequencies are recorded on CIPFA Asset Manager system in accordance with the inspection policy.	<p>Both the Facilities Manager and Compliance Manager have reminded to all Building Officers of the importance of updating CIPFA records via email instructions, Building Officer Meetings and 1 to 1 individual meetings</p> <p>As a further measure the Facilities Manager conducted a number of random checks on frequency of visits on various properties covering all Building Officers, the results of which were reviewed by the Head of Service,</p>

		<p>properties no longer inspected, sold, demolished or let to third parties, however testing revealed that CIPFA Asset Manager had not been updated with the revised frequencies.</p> <p>Conclusion</p> <p>Agreed Action from the previous audit has not been implemented in full. Inspection frequency intervals on the inspection policy document do not agree to CIPFA Asset Manager</p>		<p>and further actions taken.</p> <p>Following the departure due to retirement of both Facilities Manager and Compliance Manager, the Head of Service gave further formal instructions to Building Managers on this (via email 16th January 2024) and discussed this requirement at a Building Officer meeting (18th January 2024)</p>
2	Facilities Manager to issue a written instruction to the Building Officers and to periodically monitor the frequency to ensure that inspections are taking place.	The written reminder to Building Officers mentioned above, also contained a reminder of the need to ensure that building inspections are carried out in line with the frequency of inspections and	Compliance Manager to ensure that inspection frequencies are recorded on CIPFA Asset Manager system in accordance with the inspection policy.	Both the Facilities Manager and Compliance Manager have reminded to all Building Officers of the importance of updating CIPFA records via email instructions, Building Officer

		<p>recorded on CIPFA AM, however Building Officers have not followed this instruction and the control weakness remains.</p> <p>Conclusion</p> <p>Agreed Action ref 1 from the previous audit has not been implemented in full. Inspection frequency intervals on the inspection policy document do not agree to CIPFA Asset Manager.</p> <p>Building inspections dates are not being adhered to.</p>	<p>Management should ensure that inspections take place to the required frequency.</p>	<p>Meetings and 1 to 1 individual meetings</p> <p>As a further measure the Facilities Manager conducted a number of random checks on frequency of visits on various properties covering all Building Officers, the results of which were reviewed by the Head of Service, and further actions taken.</p> <p>Following the departure due to retirement of both Facilities Manager and Compliance Manager, the Head of Service gave further formal instructions to Building Managers on this (via email 16th January 2024) and discussed this requirement at a Building Officers meeting (18th January 2024)</p>
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3	<p>Implementation of the new Asset Management structure, including a dedicated servicing and compliance team with responsibility for ensuring that all alarm, CCTV and access control servicing dates and certificates are placed under the compliance tabs on CIPFA Asset Manager. KPI reports are already being produced quarterly for DLT.</p>	<p>The new structure for Asset Management was implemented on 1st October 2022. This included a dedicated servicing and compliance team who order and monitor all the works and ensure that the CIPFA AM system is updated with all compliance certification on the compliance tab of the CIPFA AM system.</p> <p>Sample testing found improvements in the servicing regime.</p>	No further recommendation raised.	Recruitment to both the Facilities Managers Post and Compliance Managers post has taken place and appointment made to both posts. The new recruits will commence in post following their notice periods.
4	The Facilities Manager will ensure that a security briefing reminder is issued via a staff briefing on a periodic basis, at least annually.	The Facilities Manager requested a briefing to be issued by the Corporate Communications team in October 2022, unfortunately the request was not progressed by the team. A second request by the	No further recommendation raised.	Periodic briefings to be issued, next briefing due April 2024

		Facilities Manager has resulted in Building Security being added to Corporate Communications Monday Round-ups published on 17 th & 24 th April 2023.		
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