

| Report Date | Audit                       | Last Follow/up  | Latest position  | RAG |
|-------------|-----------------------------|---|--|-----|
| Sep-11      | Information Governance      | Reported as Green to Council Overview and Scrutiny Committee in May 2012.   |  | G   |
| Oct-11      | Procurement Standing Orders | Two amber rated actions (related to clarification on waivers and action to avoid future waivers) reported to Council Overview and Scrutiny Committee in May 2012.   | PRG is receiving regular reports on retrospective waivers. Waivers are challenged at PRG and lower-value waivers are reported back to the relevant category specialist to bring into new contracts as appropriate  | G   |
| Nov-11      | Premises Security (Nov 11)  | <p>Three amber rated actions reported to Council Overview and Scrutiny Committee in May 2012.</p> <ul style="list-style-type: none"> <li>• Completion of outstanding premises risk assessments</li> <li>• Resolution of security issues identified on completed assessments</li> <li>• Prioritise security reviews of smaller premises</li> </ul> | <p>Facilities Team continues to endeavour to persuade site and service contacts to complete security self assessment forms (completion rate has now increased to approximately 65%). To ensure that this reaches 100% in due course and becomes part of a regular cycle of review, each nominated service site contact to review their self assessment for discussion at the same time as the Facilities Officer talks with them about fire safety issues and processes as part of their Fire Risk Assessment or Review. This is a pragmatic approach and an efficient use of time as both activities require a site survey and making this link effectively puts in place an internal annual target for review across the portfolio.</p> <p>As part of the introduction of the PAMS system, Property Services aims to be in a position to produce management information to allow it to focus more easily on buildings or services where there are gaps in returns and also to identify and report on actions taken. This will form part of the overall compliance module in PAMS. Property Services now have an implementation partner on board (Atrium) and PAMS will start to 'go-live' from April 2013.</p> | A   |

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| Nov-11      | Procurement compliance team  | Reported as Green to Council Overview and Scrutiny Committee in May 2012.   |  | G   |
| Dec -11     | Business Continuity and Declaration of Interests in Surrey Schools | Reported as Green to Council Overview and Scrutiny Committee in May 2012.   |  | G   |
| Jan-12      | Source of duplicate payments                                       | No recommendations made   |  | G   |
| Jan-12      | Absence Management (Jan 12)  | One amber rated action reported to Council Overview and Scrutiny Committee in May 2012 related to teams showing large numbers of staff with zero sickness absence | A report is to be run in November 2012 covering the previous six months sickness absence data. This will then be analysed and shared with HR and Services for follow up. This data will help identify groups of staff who may not be recording sickness absence on SAP. The production of this report will then become a regular six monthly activity. | A   |
| Jan-12      | Delivery of PVR Savings  | Reported as Green to Council Overview and Scrutiny Committee in May 2012.   |  | G   |

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| Jan-12      | Elected Members' Interests & Related Party Disclosures | One amber rated action reported to Council Overview and Scrutiny Committee in May 2012 related to creating a single process to capture member interests and related party disclosures | The new code of conduct for members was approved in July 2012 and it was agreed that the Members' Register of Interest would only include the pecuniary interests required under the regulations. Members' previous registers have now been moved across into a new version and Members asked to review and update them. The new Modern.Gov committee management system was launched in October 2012 and an electronic version of the form was launched then – Democratic Services plan to roll-out the ability for Members to update via the committee management system in the coming months. | G   |

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