

<b>Report to</b>	Governance & Audit Committee
<b>Date of meeting</b>	24 November 2021
<b>Lead Member / Officer</b>	Cllr Julian Thompson-Hill / Lisa Lovegrove – Chief Internal Auditor
<b>Report author</b>	Lisa Lovegrove – Chief Internal Auditor
<b>Title</b>	Internal Audit Follow Up of Contract Management

## **1. What is the report about?**

1.1. This report provides an update on progress in implementing the action plan that accompanied the Internal Audit report on Contract Management. The original audit report was presented to this committee in July 2020 and the committee requested a revised action plan to reflect key changes which was presented in January 2021. The first follow up was reported to committee in July 2021 and members requested a further progress report.

## **2. What is the reason for making this report?**

2.1. This report is to provide information on how the council is implementing improvements with contract management arrangements since the issue of the Internal Audit report and revised action plan. The report gave a low assurance, so Governance & Audit Committee requested a progress report. This is the second progress report.

## **3. What are the Recommendations?**

3.1. That the committee reviews progress with addressing the audit actions and decides whether it requires any further update reports on progress with the improvement action plan.

## **4. Report details**

- 4.1. Our review of Contract Management, report dated January 2020, gave a low assurance rating. In July 2020, Corporate Governance and Audit Committee identified that the original action plan contained actions which were no longer feasible given the suspension of Corporate Support Services Review at the height of the Covid-19 pandemic. A revised action plan was agreed at Corporate Governance and Audit Committee in January 2021 to provide assurance that suitable actions had been devised to reassign any actions from the Corporate Support Services Review (on hold due to Covid-19) to named officers. The first follow up was reported to Governance and Audit Committee in July 2021 giving a low assurance and members requested a further follow up to monitor progress.
- 4.2. This second follow up reviewed the progress in implementing the actions as per the revised action plan (see full follow up report in Appendix 1). A number of areas of progress have been made since the first follow up. The recent establishment of the Contract Management Forum and the approval of dedicated contract management resource are both welcome enhancements; however, these will need additional time to become established. The testing and implementation of the framework has not yet been cascaded to services. Consequently, a number of actions which had potentially ambitious action dates, are not yet fully implemented. The key actions which are still outstanding include; the roll out of training on and embedded use of the framework by services and the consistent use of Proactis for recording and monitoring.
- 4.3. Based on the extent of progress made in implementing the agreed actions we are providing a 'low' assurance. Internal Audit has scheduled to carry out a further follow up to review progress in completing the outstanding actions.

## **5. How does the decision contribute to the Corporate Priorities?**

- 5.1. Not applicable - there is no decision required with this report.

## **6. What will it cost and how will it affect other services?**

- 6.1. Not applicable - there is no decision required with this report.

**7. What are the main conclusions of the Well-being Impact Assessment?**

7.1. Not applicable - there is no decision required with this report.

**8. What consultations have been carried out with Scrutiny and others?**

8.1. Not applicable - there is no decision required with this report.

**9. Chief Finance Officer Statement**

9.1. Not applicable - there is no decision required with this report.

**10. What risks are there and is there anything we can do to reduce them?**

10.1. Not applicable - there is no decision required with this report.

**11. Power to make the decision**

11.1. Not applicable - there is no decision required with this report