

ABERDEEN CITY COUNCIL

COMMITTEE	Audit, Risk and Scrutiny Committee
DATE	30 June 2021
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Internal Audit Reports – Follow-up of Agreed Recommendations
REPORT NUMBER	IA/21/005
DIRECTOR	N/A
REPORT AUTHOR	Colin Harvey
TERMS OF REFERENCE	2.3

1. PURPOSE OF REPORT

- 1.1 This report advises the Committee of progress made by Services with implementing recommendations that have been agreed in Internal Audit reports.

2. RECOMMENDATIONS

- 2.1 The Committee is requested to review, discuss and comment on the issues raised within this report and the attached appendices.

3. BACKGROUND / MAIN ISSUES

- 3.1 The Public Sector Internal Audit Standards require that Internal Audit monitors the implementation of agreed recommendations until they are implemented by management. The Corporate Management Team and the Audit, Risk and Scrutiny Committee receive a report from Internal Audit at each of their meetings which shows progress made.
- 3.2 However, circumstances may change following completion of an Internal Audit. Having investigated implementation more fully, a recommendation may, for example, take longer to implement, or the cost of implementation may be higher, than originally anticipated. In these circumstances either more time may be required, or management may conclude, based on the risk to the organisation, that the recommendation should no longer be implemented. Where this is the case, management will make recommendations regarding how the agreed recommendation should be treated.
- 3.3 The attached appendices show progress made by Services with completing agreed Internal Audit recommendations, based on assurances received from officers tasked with their implementation and independent checks

where appropriate. Where all recommendations contained in individual reports issued before 1 April 2021 have been completed, these are no longer shown in the appendices.

3.4 Where recommendations have not been completed by their original due date, reasons are provided along with recommendations from management (where appropriate) regarding how and when the agreed Internal Audit recommendation will be concluded or whether it should no longer be implemented.

3.5 Management has noted that implementation of several recommendations has been delayed due to the impact of the Covid-19 pandemic. This is to be anticipated. It is appropriate for the organisation to reallocate resource to address risks posed by the pandemic where those risks outweigh the risks of not completing some outstanding recommendations.

4. FINANCIAL IMPLICATIONS

4.1 There are no direct financial implications arising from the recommendations of this report.

5. LEGAL IMPLICATIONS

5.1 There are no direct legal implications arising from the recommendations of this report.

6. MANAGEMENT OF RISK

6.1 The Internal Audit process considers risks involved in the areas subject to review. Any risk implications identified through the Internal Audit process are detailed in the resultant Internal Audit reports. Recommendations are made to address the identified risks and Internal Audit follows up progress with implementing those that are agreed with management. Those not implemented by their agreed due date are detailed in the attached appendices.

7. OUTCOMES

7.1 There are no direct impacts, as a result of this report, in relation to the Council Delivery Plan, or the Local Outcome Improvement Plan Themes of Prosperous Economy, People or Place.

7.2 However, Internal Audit plays a key role in providing assurance over, and helping to improve, the Council's framework of governance, risk management and control. These arrangements, put in place by the Council, help ensure that the Council achieves its strategic objectives in a well-managed and controlled environment.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	An assessment is not required because the reason for this report is for Committee to review, discuss and comment on the outcome of an internal audit. As a result,

	there will be no differential impact, as a result of the proposals in this report, on people with protected characteristics.
Data Protection Impact Assessment	Not required

9. APPENDICES

- 9.1 Appendix A – Position with Agreed Recommendations – Summary.
- 9.2 Appendix B – Position with Agreed Recommendations – Cross Service.
- 9.3 Appendix C – Position with Agreed Recommendations – Commissioning.
- 9.4 Appendix D – Position with Agreed Recommendations – Customer.
- 9.5 Appendix E – Position with Agreed Recommendations – Operations.
- 9.6 Appendix F – Position with Agreed Recommendations – Resources.

10. REPORT AUTHOR DETAILS

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APPENDIX A – SUMMARY

POSITION WITH AGREED RECOMMENDATIONS AS AT 31 MAY 2021

The following table provides a summary of progress being made by Services with completing agreed recommendations.

On 12 May 2021, the Committee was advised that, as at 29 April, there were 27 recommendations which were due to have been completed by 31 March 2021 which were not fully complete. This has now reduced to 20.

The total not fully complete, which had an original due date of before 31 May 2021, is shown in the following table. Full details relating to progress, on a report by report basis, are shown in appendices B to G.

FUNCTION	Agreed in reports shown in Appendices B to G	Due for completion by March 2021	Confirmed complete by Service	New in April to May 2021	Confirmed complete by Service	Not fully complete by original due date	Major	Significant	Important
Cross Service	14	13	8	0	0	5	2	3	0
Commissioning	6	5	5	0	0	0	0	0	0
Customer	35	35	33	1	0	3	0	2	1
Operations	92	77	74	7	7	3	0	3	0
Resources	47	39	29	3	0	14	0	8	6
Health & Social Care	0	0	0	0	0	0	0	0	0
Total	194	169	149	11	7	25	2	16	7

KEY TO COLOURING USED IN FOLLOWING APPENDICES

Recommendation Grading:

Grading	Definition
Major	The absence of, or failure to comply with, an appropriate internal control which could result in, for example, a material financial loss, or loss of reputation. Financial Regulations have been consistently breached.
Significant	Addressing this issue will enhance internal controls. An element of control is missing or only partial in nature. The existence of the weakness identified has an impact on a system's adequacy and effectiveness. Financial Regulations have been breached.
Important	Although the element of internal control is satisfactory, a control weakness was identified, the existence of the weakness, taken independently or with other findings does not impair the overall system of internal control.

Length of time overdue

Over 12 months
6 to 12 months
Less than 6 months

APPENDIX B

CROSS SERVICE

Report Number	Report Title	Date Issued	Number of Recommendations				
			Agreed in Report	Due for implementation by 31.05.21	Confirmed Implemented by Service	Not implemented by original due date	Grading of overdue recommendations
AC2018	Workforce Planning	August 2020	2	1	1	0	NA

Report Number	Report Title	Date Issued	Number of Recommendations				
			Agreed in Report	Due for implementation by 31.05.21	Confirmed Implemented by Service	Not implemented by original due date	Grading of overdue recommendations
AC2019	Procurement Compliance	September 2020	12	12	7	5	2 Major 3 Significant
Chief Officer		Recommendation		Grading / Due Date	Position		
Commercial & Procurement		Contracts should be subject to appropriate procurement, including public tender where they exceed the relevant thresholds. 2.1.2	Major	December 2020	The Service had previously requested to extend the deadline for all of the AC2019 actions to 31 st March 2021, which aligns with similar recommendations for Aberdeenshire and allows the Service to carry out development work on the Contract Register and develop and roll out further training. The latest update from the Service is that procurement work plans are being submitted for Committee in June 2021 to meet this requirement.		
Commercial & Procurement		Services should ensure they comply with aggregation rules for procurement of similar goods / services. 2.1.5	Major	December 2020	The Service had previously requested to extend the deadline for all of the AC2019 actions to 31 st March 2021, which aligns with similar recommendations for Aberdeenshire and allows the Service to carry out development work on the Contract Register and develop and roll out further training. The latest update from the Service is that procurement work plans are being submitted for Committee in June 2021 to meet this requirement.		

Report Number	Report Title	Date Issued	Number of Recommendations				Grading of overdue recommendations
			Agreed in Report	Due for implementation by 31.05.21	Confirmed Implemented by Service	Not implemented by original due date	

(AC2019 – Procurement Compliance – Continued)

Chief Officer	Recommendation	Grading / Due Date	Position
Commercial & Procurement	All spend should be clearly linked, e.g. through consistent reference numbers and inclusion of approval details in the Contracts Register, back to a contract and its approval. 2.2.3a	Significant	The Service had previously requested to extend the deadline for all of the AC2019 actions to 31 st March 2021, which aligns with similar recommendations for Aberdeenshire and allows the Service to carry out development work on the Contract Register and develop and roll out further training. The latest update from the Service is that a short term working group is being established to look at mapping between the Contracts Register and Finance System. This is anticipated to be concluded by June 2021.
		December 2020	

Report Number	Report Title	Date Issued	Number of Recommendations				Grading of overdue recommendations
			Agreed in Report	Due for implementation by 31.05.21	Confirmed Implemented by Service	Not implemented by original due date	

(AC2019 – Procurement Compliance – Continued)

Chief Officer	Recommendation	Grading / Due Date	Position
Commercial & Procurement	A clear and consistent method of recording contract details against each payment should be developed and implemented. 2.2.3b	Significant	The Service had previously requested to extend the deadline for all of the AC2019 actions to 31 st March 2021, which aligns with similar recommendations for Aberdeenshire and allows the Service to carry out development work on the Contract Register and develop and roll out further training. The latest update from the Service is that a short term working group is being established to look at mapping between the Contracts Register and Finance System. This is anticipated to be concluded by June 2021.
		December 2020	
Commercial & Procurement	Services should ensure Committee approvals are obtained and adhered to, and further approval sought and obtained prior to continuing purchasing. 2.2.6	Significant	The Service had previously requested to extend the deadline for all of the AC2019 actions to 31 st March 2021, which aligns with similar recommendations for Aberdeenshire and allows the Service to carry out development work on the Contract Register and develop and roll out further training. The latest update from the Service is that procurement work plans are being submitted for Committee in June 2021 to meet this requirement.
		December 2020	

APPENDIX C

COMMISSIONING

Report Number	Report Title	Date Issued	Number of Recommendations				
			Agreed in Report	Due for implementation by 31.05.21	Confirmed Implemented by Service	Not implemented by original due date	Grading of overdue recommendations
AC2014	Civil Contingencies	September 2020	6	5	5	0	N/A

APPENDIX D

CUSTOMER

Report Number	Report Title	Date Issued	Number of Recommendations				Grading of overdue recommendations
			Agreed in Report	Due for implementation by 31.05.21	Confirmed Implemented by Service	Not implemented by original due date	

AC2012	Customer Access Points and Service Centre	January 2020	13	12	10	2	1 Significant
							1 Important

The position with the overdue recommendations is as follows:

Chief Officer	Recommendation	Grading / Due Date	Position
Finance	Governance should ensure that each Cluster assesses the potential for their service delivery being used as a potential money laundering vehicle (2.8.2)	Significant	The Committee was last advised that the fraud response role has moved from Governance to Finance. An overall risk review of the potential for fraud risk in clusters has been commenced based on CIPFA guidance. It is considered that an assessment related to potential money laundering risk is led by the fraud response team to provide advice to clusters in completing that assessment – and is connected to the finance business advice provided by accounting. It was proposed to prepare a risk assessment format by October 2020 and that the action completion date was moved to January 2021.
		June 2020	
			The revised risk approach and training is being rolled out from the new Counter Fraud Policy approved at Committee in February 2021 and it is proposed that this action completion date is moved to June 2021.

Report Number	Report Title	Date Issued	Number of Recommendations				Grading of overdue recommendations
			Agreed in Report	Due for implementation by 31.05.21	Confirmed Implemented by Service	Not implemented by original due date	

(AC2012 – Customer Access Points and Service Centre – Continued)

Chief Officer	Recommendation	Grading / Due Date	Position
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Finance	The Chief Officer – Finance in consultation with the Chief Officer – Corporate Landlord will review the inventory arrangements outlined within the Financial Regulations and design a new process for the management of inventories (2.9.2 b)	Important	The Committee was last advised that the inventory arrangements were updated in the Financial Regulations updated in March 2020 that set the principles for the new process. Due to other priorities in the Finance Cluster as a result of Covid, this process has been delayed. In addition, managing inventory during the pandemic with significant changes for staff in their operational places of work has required reconsideration of the process. It was proposed that the action completion date is moved to March 2021. It is now proposed that the action completion date is moved to June 2021.
		June 2020	

Report Number	Report Title	Date Issued	Number of Recommendations				Grading of overdue recommendations
			Agreed in Report	Due for implementation by 31.05.21	Confirmed Implemented by Service	Not implemented by original due date	

AC2023	Timesheets and Allowances	January 2020	18	18	17	1	1 Significant
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The position with the overdue recommendations is as follows:

Chief Officer	Recommendation	Grading / Due Date	Position
People & Organisation	People and Organisation should formalise arrangements regarding Working Time compliance in a collective agreement covering the affected employee groups. (2.10.3)	Significant	<p>Implementation of this action has been delayed due to competing work priorities and the Covid-19 pandemic. Work on this task will recommence in the near future, for completion by March 2021, with there being a need to obtain sign off from all the trades unions, once the wording of the document has been reviewed and finalised.</p> <p>The Committee was advised in November 2020 that the draft document was being checked with the relevant Chief Officers and will then be shared with the Trade Unions for agreement and sign off.</p> <p>The Committee was advised in February 2021 that the collective agreement has been drafted, covering all employee groups affected by a requirement for Working Time Regulation Exemptions; the draft will now be shared with Chief Officers and Trade Unions, with the intention to conclude sign off of the collective agreement by March 2021.</p> <p>The Working Time collective agreement detailing exclusions and modifications to the Working Time Regulations was issued to the trade unions for consideration and sign off. To date, seven of the eight unions have given their agreement, with a reply awaited from one. Follow up e-mails have been issued to this union, to seek a decision.</p>
		September 2020	

Report Number	Report Title	Date Issued	Number of Recommendations				
			Agreed in Report	Due for implementation by 31.05.21	Confirmed Implemented by Service	Not implemented by original due date	Grading of overdue recommendations
AC2102	Revenues & Benefits System	November 2020	4	4	4	0	N/A

APPENDIX E

OPERATIONS

Report Number	Report Title	Date Issued	Number of Recommendations				
			Agreed in Report	Due for implementation by 31.05.21	Confirmed Implemented by Service	Not implemented by original due date	Grading of overdue recommendations
AC1817	Vehicle Usage	January 2018	8	8	8	0	N/A
AC1925	Music Service	May 2019	22	20	20	0	N/A
AC2007	Stock Control	November 2019	16	16	16	0	N/A

Report Number	Report Title	Date Issued	Number of Recommendations				Grading of overdue recommendations
			Agreed in Report	Due for implementation by 31.05.21	Confirmed Implemented by Service	Not implemented by original due date	

AC2013	School Catering Income and Expenditure	January 2020	24	22	21	1	1 Significant
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The position with the overdue recommendations is as follows:

Chief Officer	Recommendation	Grading / Due Date	Position
Operations and Protective Services	The Service should work with Commercial and Procurement Services to progress the tendering process for a cashless catering contract. (2.4.4)	Significant	The Service has advised that the current contract license has been extended to October 2021 pending review in conjunction with Digital and Technology, Commissioning, and Scotland Excel, to determine the most advantageous route to market for the system replacement. Catering and Commercial and Procurement Service colleagues are engaged with Scotland Excel on the development of an online school payments framework. One of the lots which will be part of this framework is for Cashless Catering and Kitchen Management systems. It is expected that this framework will go live in Autumn 2021
		December 2020	

Report Number	Report Title	Date Issued	Number of Recommendations				
			Agreed in Report	Due for implementation by 31.05.21	Confirmed Implemented by Service	Not implemented by original due date	Grading of overdue recommendations
AC2021	SEEMiS	February 2020	10	10	8	2	2 Significant
The position with the overdue recommendations is as follows:							
Chief Officer	Recommendation	Grading / Due Date	Position				
Education	A Data Processing Agreement should be established with the supplier. (OnTheButton) (2.4.6 b)	Significant	<p>The Service previously noted that the DPIA for OnTheButton is almost complete and the possible work on a DPA with the supplier is pending on the outcome of the DPIA. This was to be completed by December 2020.</p> <p>The last update from the Service was that Commercial and Procurement Shared Service will be applying the Council's standard terms and conditions which include arrangements for data sharing. It was anticipated a new contract would be in place in February 2021.</p> <p>Agreement of the contract, which includes the data sharing agreement, has been scheduled for June 2021. The Service has indicated that there will be no extension to this deadline. If it is not agreed, the system will be withdrawn.</p>				
		April 2020					
Education	Required Data Sharing Agreements will be developed where not in place. (2.4.10b)	Significant	<p>The Service last noted that this is progressing but as it involves a number of partners with whom there are ongoing discussions regarding data sharing arrangements this has been delayed and would now be completed by March 2021.</p> <p>Work continues to put this in place, however it has not progressed as quickly as hoped. Completion is now anticipated by the end of June 2021.</p>				
		September 2020					

Report Number	Report Title	Date Issued	Number of Recommendations				
			Agreed in Report	Due for implementation by 31.05.21	Confirmed Implemented by Service	Not implemented by original due date	Grading of overdue recommendations
AC2028	Fostering, Adoption & Kinship	July 2020	12	8	8	0	N/A

APPENDIX F

RESOURCES

Report Number	Report Title	Date Issued	Number of Recommendations				Grading of overdue recommendations
			Agreed in Report	Due for implementation by 31.05.21	Confirmed Implemented by Service	Not implemented by original due date	

AC2008	Ring-Fenced Funding	March 2020	9	9	2	7	4 Significant
							3 Important

The position with the overdue recommendations is as follows:

Chief Officer	Recommendation	Grading / Due Date	Position
Finance	A brief procedural document should be developed for grant administration to ensure appropriate personnel follow approved practice. (2.1.6)	Important	The Committee was last advised that due to workload and priorities this has not yet been concluded. A draft of the procedure has been developed and is under consultation with relevant Services. It was planned that this would be in place by February 2021. Following delay due to the impact of Covid Business Grants and other Covid pressures on Finance and City Growth, it is now planned to put this in place by August 2021.
		September 2020	
Finance	All grant documentation should be shared with appropriate officers in order that it can be completed and submitted to the Scottish Government timeously. (2.1.9)	Significant	The Committee was last advised that due to workload and priorities this has not yet been concluded. A draft of the procedure has been developed and is under consultation with relevant Services. It was planned that this would be in place by February 2021. Following delay due to the impact of Covid Business Grants and other Covid pressures on Finance and City Growth, it is now planned to put this in place by August 2021.
		September 2020	

Report Number	Report Title	Date Issued	Number of Recommendations				Grading of overdue recommendations
			Agreed in Report	Due for implementation by 31.05.21	Confirmed Implemented by Service	Not implemented by original due date	

(AC2008 – Ring-Fenced Funding – Continued)

Chief Officer	Recommendation	Grading / Due Date	Position
Finance	A register of specific grants should be developed and monitored regularly to enhance assurance over specific grant income. (2.1.11)	Important	The Committee was last advised that due to workload and priorities this has not yet been concluded. A draft of the procedure has been developed and is under consultation with relevant Services. It was planned that this would be in place by February 2021. Following delay due to the impact of Covid Business Grants and other Covid pressures on Finance and City Growth, it is now planned to put this in place by August 2021.
		September 2020	
Finance	Procedures and practice should be reviewed to improve the efficiency of the project identification, approval, planning and delivery process. (2.2.9)	Significant	The Committee was last advised that due to workload and priorities this has not yet been concluded. A draft of the procedure has been developed and is under consultation with relevant Services. It was planned that this would be in place by February 2021. Following delay due to the impact of Covid Business Grants and other Covid pressures on Finance and City Growth, it is now planned to put this in place by August 2021.
		September 2020	

Report Number	Report Title	Date Issued	Number of Recommendations				Grading of overdue recommendations
			Agreed in Report	Due for implementation by 31.05.21	Confirmed Implemented by Service	Not implemented by original due date	

(AC2008 – Ring-Fenced Funding – Continued)

Chief Officer	Recommendation	Grading / Due Date	Position
Finance	The level of grant funding available should be consistently recorded. (2.3.3)	Important	The Committee was last advised that due to workload and priorities this has not yet been concluded. A draft of the procedure has been developed and is under consultation with relevant Services. It was planned that this would be in place by February 2021. Following delay due to the impact of Covid Business Grants and other Covid pressures on Finance and City Growth, it is now planned to put this in place by August 2021.
		September 2020	
Finance	Estimates and adjustments should be reviewed to ensure they are compliant with grant terms and conditions. (2.3.8b)	Significant	The Committee was last advised that due to workload and priorities this has not yet been concluded. A draft of the procedure has been developed and is under consultation with relevant Services. It was planned that this would be in place by February 2021. Following delay due to the impact of Covid Business Grants and other Covid pressures on Finance and City Growth, it is now planned to put this in place by August 2021.
		September 2020	

Report Number	Report Title	Date Issued	Number of Recommendations				Grading of overdue recommendations
			Agreed in Report	Due for implementation by 31.05.21	Confirmed Implemented by Service	Not implemented by original due date	

(AC2008 – Ring-Fenced Funding – Continued)

Chief Officer	Recommendation	Grading / Due Date	Position
Finance	The Service should ensure revenue and capital expenditure is appropriately recorded against relevant grants. (2.3.10)	Significant	The Committee was last advised that due to workload and priorities this has not yet been concluded. A draft of the procedure has been developed and is under consultation with relevant Services. It was planned that this would be in place by February 2021. Following delay due to the impact of Covid Business Grants and other Covid pressures on Finance and City Growth, it is now planned to put this in place by August 2021.
		September 2020	

Report Number	Report Title	Date Issued	Number of Recommendations				Grading of overdue recommendations
			Agreed in Report	Due for implementation by 31.05.21	Confirmed Implemented by Service	Not implemented by original due date	

AC2009	Travel Policy	January 2020	14	14	12	2	2 Significant
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The position with the overdue recommendations is as follows:

Chief Officer	Recommendation	Grading / Due Date	Position
Finance	Ensuring value for money with the Travel Partnering arrangements and other significant supplies will be incorporated into the procurement compliance review (2.4.4b)	Significant	There are now more extensive checks and quotations in place through the updated process and with the commissioning intentions annual cycle this will be addressed as part of business as usual. The travel partnering review has been deferred due to Covid. It was considered that we should see what the travel footprint looked like post-Covid more closely before re-procuring travel arrangements. This will be completed by December 2021.
		December 2020	
Finance	The Council should ensure that action is taken to comply with its Procurement Regulations in respect of travel related expenditure (2.4.6)	Significant	There are now more extensive checks and quotations in place through the updated process and with the commissioning intentions annual cycle this will be addressed as part of business as usual. The procurement compliance review has been deferred due to Covid. A revised date of July 2021 is proposed.
		December 2020	

Report Number	Report Title	Date Issued	Number of Recommendations				Grading of overdue recommendations
			Agreed in Report	Due for implementation by 31.05.21	Confirmed Implemented by Service	Not implemented by original due date	

AC2017	Industrial & Commercial Properties	February 2021	14	13	9	5	2 Significant
							2 Important

The position with the overdue recommendations is as follows:

Chief Officer	Recommendation	Grading / Due Date	Position
Corporate Landlord	The Service should update the Property Estates Strategy. (2.2.2)	Important	The property strategy is being updated and will be presented to the Performance Board in July 2023.
		April 2021	
Corporate Landlord	The Service should put in place Key Performance Indicators which will inform management's strategic development of the Investment Portfolio. (2.2.3)	Significant	Indicators have been agreed around property occupancy % (units and sq/ft), no. units available for let, Rental Income targets, No. of rent reviews outstanding (3 months after review date). These will be built into service standards in 2022/23. Internal Audit is awaiting details of the indicators and how they are currently being used / reported.
		April 2021	

Report Number	Report Title	Date Issued	Number of Recommendations				Grading of overdue recommendations
			Agreed in Report	Due for implementation by 31.05.21	Confirmed Implemented by Service	Not implemented by original due date	

(AC2017 – Industrial & Commercial Properties – Continued)

Chief Officer	Recommendation	Grading / Due Date	Position
Corporate Landlord	The Service should programme formal reviews to report on the effectiveness and efficiency of the property management arrangements associated with the TECA site and Marischal Square. (2.2.13)	Important	<p>The Corporate Landlord has advised that management arrangements have been reviewed. A business case is being brought forward although not yet finalized as part of service re-design proposals which addresses resources around managing the developments. This is being reported as a transformation project. Job specifications are currently being developed.</p> <p>Corporate Landlord has reviewed the Marischal Square Management with it's Development partner and does not propose any change at this time.</p> <p>Internal Audit is awaiting details of the review undertaken.</p>
		March 2021	
Corporate Landlord	The Service should consider whether different approaches to property management could be applied across parts of the Investment Portfolio which might increase Portfolio income and deliver Portfolio objectives more efficiently and effectively. (2.2.14)	Significant	<p>The review of the commercial estate will be taken forward as part of transformational board activities later in 2021. It has been delayed at this time due to market uncertainties.</p>
		April 2021	

Report Number	Report Title	Date Issued	Number of Recommendations				Grading of overdue recommendations
			Agreed in Report	Due for implementation by 31.05.21	Confirmed Implemented by Service	Not implemented by original due date	

AC2024	Gas Servicing Contract	September 2020	10	7	6	1	1 Important
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The position with the overdue recommendations is as follows:

Chief Officer	Recommendation	Grading / Due Date	Position
Corporate Landlord	The Service should ensure that the Gas Safety Policy is fully reviewed and updated.(2.2.1)	Important	The Service last reported it was working with the Health and Safety Team, however they have been busy with Covid issues so there would be a delay in completing this action, to February 2021. The Policy has been updated and reviewed and will be implemented in June 2021.
		October 2020	