

1. Introduction

This report provides a summary of Internal Audit follow up work undertaken in relation to reports previously reported to Committee. This report includes:

- First-time follow up audits undertaken since the last Committee meeting;
- Secondary follow up audits undertaken in relation to recommendations that were not fully implemented on initial follow-up; and
- A summary of reports with outstanding recommendations that have revised implementation dates and will be subject to future follow up audits.

2. First-time Follow up Audits

2.1 During the period from 26th October 2018 to 4th January 2019, follow-ups have been completed for the audits listed below:

Audit Description	Number of Recommendations												
	Made	Not yet due for completion			Completed			Outstanding			No Longer Relevant		
		H	M	L	H	M	L	H	M	L	H	M	L
ACCESS – Network Authorisations	3					1	2						
Corporate Review – Purchase Cards and Corporate Credit Cards	4					4							
Corporate Review – Spear Phishing – Payment Processing (note (i))	5					4			1				
Development and Regeneration Services – Governance Review	1						1						
Education Services – School Transportation - Billing	5					4	1						
Financial Services – Governance Review	2					2							
Financial Services – Non Domestic Rates Changes	3					3							
Land and Environmental Services and Financial Services – Bereavement Services (note (ii))	5					2	1	1	1				
Social Work Services – Workforce Planning (note (iii))	2								1	1			

Of the 30 recommendations made, 25 (83.3%) have been completed and 5 (16.7%) are outstanding.

As at 4th January 2019, there are 36 audits which have been reported to Committee where follow-up work has yet to be completed. Of these audits, 17 are not yet due to be followed-up and 19 are ongoing.

Notes

- (i) The outstanding recommendation relates to rationalising Council bank accounts and investigate the feasibility of having all accounts managed via the RBS (Royal Bank of Scotland) Bankline facility. Implementation of this recommendation has been delayed due to additional work required to consolidate legacy Cordia bank accounts with Council accounts. It is expected that the recommendation will be fully implemented by 30th January 2019 to coincide with the new banking contract with RBS. This recommendation is medium priority.
- (ii) The first outstanding recommendation relates to a control to highlight the length of time that issues with site walls have been outstanding, and the second recommendation relates to carrying out and recording re-inspections of headstones and memorials. Although progress has been made towards implementing these recommendations, at the time of the follow-up review some further evidence was required to ensure all expected requirements of the recommendations were fully complete. Both recommendations are anticipated to be fully implemented by 31st January 2019. These recommendations are high and medium priority respectively.
- (iii) The first outstanding recommendation relates to Social Work Services (SWS) developing a training matrix for key posts within SWS. Whilst progress has been made to identify key priority areas, a format of the training pathway across the Service has yet to be agreed by the Governance Board and roles and responsibilities have to be updated. It is anticipated this will be fully implemented by 30th June 2019. This recommendation is medium priority.

The second outstanding recommendation relates to ensuring workforce planning groups and boards have clearly documented roles and responsibilities. Work is ongoing with a view to providing the required information to Corporate HR in January 2019, and to the Glasgow Integrated Joint Board (IJB) Audit and Scrutiny Committee in March 2019. It is anticipated the recommendation will be fully implemented by 31st March 2019. This recommendation is low priority.

3. Previously Reported Follow Ups

This section summarises reports that have previously been subject to a follow up audit, were found to have outstanding recommendations, and have since been subject to a subsequent additional follow up audit. The timing will depend on revised implementation dates. Reports where additional follow up reviews have been completed since the last Committee are noted in the table below. We continue to monitor the progress of individual outstanding and overdue recommendations on an ongoing basis.

Audit Description and <i>Opinion</i>	Number of Recommendations								
	Originally Reported			Previously Reported as Outstanding	Completed	Outstanding			No Longer Relevant
	H	M	L			H	M	L	
Capital Projects – Lessons Learned (note (i)) <i>Reasonable</i>	1	4		3	2				1
Chief Executive's Department & Social Work Services – Information Security in Relation to the Use of Surveys <i>Limited</i>	5			1	1				
Corporate Review – Asbestos Management Arrangements (note (ii)) <i>Limited</i>	3	1		1		1			
Corporate Review – Gifts and Hospitality <i>Reasonable</i>		5		2	2				
Corporate Review – Risk Mitigation Actions <i>Reasonable</i>		2		1	1				
Education Services – Inventory Management <i>Limited</i>	2	3		1	1				
Social Work Services – Review of Revised Procurement Arrangements <i>Reasonable</i>		1		1	1				

Of the 10 recommendations previously reported as outstanding, 8 (80.0%) have been implemented, 1 (10.0%) remains outstanding with a revised completion date and 1 (10.0%) is deemed as no longer relevant.

Notes

- (i) The recommendation deemed as no longer relevant relates to lessons learned exercises being carried out in accordance with the Council's Project Management Toolkit, specifically in relation to the Vacant and Derelict Land Fund (VDLF). While lessons learned exercises are undertaken for other projects, Development and Regeneration Services (DRS) has advised that the requirement is not appropriate for VDLF projects as the responsibilities and risks of these projects are not wholly under their control. For future VDLF projects, DRS will raise this issue with the Council's Corporate Governance team to ensure that the toolkit requirements are fully considered. This recommendation was medium priority.
- (ii) The outstanding part of the recommendation relates to the Council having specialist advice in place to support managers in interpreting the asbestos

management surveys and scoping the specific capital works required. A pilot specialist survey and advice process has been developed by City Property, with a view to incorporating specialist support to services and remedial recommendations into outputs of inspections. This process has been trialled and initial outputs reviewed by DRS Property and Land Services. It is anticipated the reviewed process will be concluded for approval by 31st March 2019. This recommendation is high priority.

Recommendations reported to Committee in previous follow-up audits, and which remain outstanding, are detailed in Appendix 1.

4. Developer Contributions update

At the meeting of the Finance and Audit Scrutiny Committee on 7 November 2018 members requested that Internal Audit provide a detailed follow up report on Developer Contributions. Internal Audit is currently working on this, and a report will be presented to the Committee at the next audit cycle on 13 March 2019. In the interim, DRS officers have provided an update on the financial position of Section 75 contributions, including a summary position for Robroyston. This is provided at Appendix 2.

5. Recommendation for Committee

It is recommended that Committee notes the progress made in terms of the recommendations implemented and that the Head of Audit and Inspection submits further reports on the implementation of outstanding recommendations.

Appendix 1 – Previously Reported Follow-ups

Audit Description	Follow-up Reported to FASC	Recommendations			Original Due Date	Revised Completion Date	Notes
		High Priority	Medium Priority	Low Priority			
Social Work Services – Self Directed Support	19/08/15	1			September 2014	January 2019	Further follow-up work not yet due
Land and Environmental Services – Plant Hire	10/02/16		1		August 2015	March 2019	Further follow-up work not yet due
ACCESS/Corporate Services – SAP GRC Implementation	09/03/16		1	1	November 2015	December 2019	Further follow-up work not yet due
Corporate Review – Review of ICT Asset Register	09/03/16			1	December 2015	January 2018	Note – see below
ACCESS – Management of Third Party Suppliers	15/06/16		1		September 2015	January 2018	Note – see below
City Building Glasgow – Application Review – 1 st Touch	14/09/16		1		April 2016	February 2019	Further follow-up work not yet due
Corporate Review – Property Governance	14/09/16		1		December 2015	February 2019	Further follow-up work not yet due
Social Work Services – Carefirst 6 Application Review	12/10/16		1		March 2016	December 2017	Note – see below
Corporate Review – Asbestos Management Arrangements	11/01/17	1			October 2016	March 2019	Further follow-up work not yet due
Corporate Review – Review of Physical Document Storage	25/10/17		2		December 2016	December 2018	Further follow-up work not yet due
Land and Environmental Services – Maintenance of Vehicles	25/10/17		1		April 2017	May 2019	Further follow-up work not yet due
Development and Regeneration Services – Ownership Information Services Team	14/02/18			1	August 2017	February 2019	Further follow-up work not yet due
Development and Regeneration Services – Planning Process Review	09/05/18		5		December 2017	January 2019	Further follow-up work not yet due
Corporate Review – Review of Internet Access Controls	08/08/18	1	1		March 2018	December 2018	Further follow-up work not yet due
ACCESS – Security of the Server Environment	03/10/18	4	6	2	March 2018	December 2018	Note – see below
Development and Regeneration Services – Housing Intervention and Support Team	03/10/18		1		July 2017	December 2018	Further follow-up work not yet due
Education Services – GLOW Implementation	03/10/18		1	1	December 2017	December 2018	Further follow-up work not yet due
Corporate Review – Cyber Maturity	03/10/18	3	4		March 2018	December 2018	Note – see below

Note – These outstanding recommendations continue to be reviewed by the Strategic Innovation and Technology (SIT) team and discussions are ongoing with CGI. A detailed update on the progress of these recommendations will be provided at the March meeting of the Committee.

Appendix 2

BROOMHOUSE AND BAILLIESTON GREENFIELD RELEASE SITES FOR HOUSING DEVELOPMENT- Planning Applications Consented

Planning App. Developer	Site Address	Total Number and Value of Approved Housing Units As Per Planning Application		Completed Block of 20 Units plus final balance	Amount Due From Developer. Completed blocks of 20 plus final balance	Payment Received	Amount Paid In Advance	Amount In Arrears	Balance of Completed Units (part of block 20 units)		Number and Value of Uncompleted Units	
		No	£						No	£	No	£
AS Homes	Land at Daldowie Road/ Boghall Road/ Hamilton Road, Glasgow	73	803,000	0	0	0	0	0	10	110,000	63	693,000
Miller Homes	Site formerly known as Glasgow Zoo, 1 Calderpark	59	649,000	40	440,000	649,000	209,000	0	16	176,000	3	33,000
Mansell Homes	Site Formerly Known As Glasgow Zoo 1 Calderpark Glasgow	45	495,000	20	220,000	462,000	242,000	0	19	209,000	6	66,000
Taylor Wimpey	Site To The North Of Broomhouse Cresc. Glasgow	51	561,000	51	561,000	561,000	0	0	0	0	0	0
Bett Homes	Site at Former Glasgow Zoo/ Ellismuir Farm Road Glasgow	67	737,000	60	660,000	737,000	77,000	0	6	66,000	1	11,000
Taylor Wimpey	Site at Former Glasgow Zoo/ Ellismuir Farm Road Glasgow	67	737,000	40	440,000	440,000	0	0	18	198,000	9	99,000
Miller Homes	Site at former Glasgow Zoo/ Ellismuir Farm Road, Glasgow	23	253,000	20	220,000	253,000	33,000	0	1	11,000	2	22,000

Planning App. Developer	Site Address	Total Number and Value of Approved Housing Units As Per Planning Application		Completed Block of 20 Units plus final balance	Amount Due From Developer. Completed blocks of 20 plus final balance	Payment Received	Amount Paid In Advance	Amount In Arrears	Balance of Completed Units (part of block 20 units)		Number and Value of Uncompleted Units	
Miller Homes	Site at former Glasgow Zoo/ Ellismuir Farm Road, Glasgow	72	792,000	60	660,000	440,000	0	220,000	5	55,000	7	77,000
Taylor Wimpey	Site at former Glasgow Zoo/ Ellismuir Farm Road, Glasgow	39	429,000	0	0	0	0	0	7	77,000	32	352,000
Taylor Wimpey	Site at Former Glasgow Zoo/ Ellismuir Farm Road, Glasgow	18	198,000	0	0	0	0	0	0	0	18	198,000
Persimmon*	Site North and South of Bredisholm Road, Glasgow	313	3,443,000	260	2,860,000	2,849,000	0	11,000	0	0	53	583,000
Planning Apps Consented Totals		827	9,097,000	551	6,061,000	6,391,000	561,000	231,000	82	902,000	194	2,134,000

* Amount received includes land received in lieu of cash payment at £649,000

Note: This table excludes the impact of any indexation and interest which will be calculated as required when all units are complete

ROBROYSTON GREENFIELD RELEASE SITES FOR HOUSING DEVELOPMENT – Planning Applications Consented

Planning App. Developer	Site Address	Total Number and Value of Approved Housing Units As Per Planning Application		Completed Block of 20 Units plus final balance	Amount Due From Developer. Completed blocks of 20 plus final balance	Payment Received	Amount Paid In Advance	Amount In Arrears	Balance of Completed Units (part of block 20 units)		Number and Value of Uncompleted Units	
		No	£						No	£	No	£
Stewart Milne Homes	Site known as Phase 1 - Site A at Robroyston Road/Railway Line/Robroyston Drive	183	1,830,000	0	0		0	0	0	0	183	1,830,000
Miller Homes	Site known as Phase 1 - Site A at Robroyston Road/Railway Line/Robroyston Drive	120	1,200,000	80	800,000	600,000	0	200,000	10	100,000	30	300,000
BDW Trading Ltd	Site known as Phase 1 - Site B at Robroyston Road/Railway Line/Robroyston Drive	102	1,020,000	60	600,000	600,000	0	0	4	40,000	38	380,000
Planning Apps Consented Totals		405	4,050,000	140	1,400,000	1,200,000	0	200,000	14	140,000	251	2,510,000

Note: This table excludes the impact of any indexation and interest which will be calculated as required when all units are complete