

# AUDIT COMMITTEE

APPENDIX 1

**31 May 2023**

# Internal Audit – IT Asset Management

## Summary of Management Actions

- The purpose of the audit was to ensure that all IT assets are effectively managed and accounted for over various sites.

Management Response	Progress Update	Timeline
3.1 Launch of the newly written asset management policy and procedures. (High)	30/05/23: Draft procedure approved by ICT Management and with Section 151 officer for review and approval.	1st June 2023
7.1 The policy and procedure from action 3.1 will receive sign-off from the Service Manager for ICT and the Section 151 officer. This procedure will include the disposal Process. (High)	30/05/23: Draft procedure approved by ICT Management and with Section 151 officer for review and approval.	1st June 2023
1.1 Perform a review of access cards with server room access with the goal of removing access from shared cards.	30/05/23: New policy will address resetting of door entry codes at least annually. On track to meet review of existing access to server room.	31st July 2023
2.3 Audit all remaining devices on the asset database.  "However, we found 513 assets were missing a serial number on the IT asset database including 246 laptops"	30/05/23: Staged audit of existing assets on track with intention to address any gaps.	30th June 2023 31st July 2023 31st August 2023
5.1 Discuss the requirement with Jamie's to ensure our asset numbers are reflected on future paperwork.	30/05/23: Discussion with Jamie's has taken place and asset numbers will be reflected on paperwork from now.	1st June 2023
6.1 Process to be put into place to record the asset number that drives are removed from before being placed into the bin. Quantity of drives to tally up against Restore Data Shreds records.	30/05/23: New process addresses this requirement within the new asset management procedure.	1st June 2023

# Internal Audit – Open Spaces and Playground Safety Checks

## Summary of Management Actions

- Review current Flowchart and incorporate rationale for frequency of inspection based on risk, usage and impact of failure **(December 2023)**
- Select a trial area to review efficacy of application of revised rationale **(March 2024)**
- Centralise Inspection Service and associated Resources to improve efficiency and resilience and improve management of risks **(April 2024)**
- Apply rationale and any lessons learned from practical trial to allocate revised timescales to Risk Assessments **(May 2024)**
- Work with Finance partners to ensure revenue budget pressures are monitored and pressures reported **(October 2023)**
- Investigate establishing capital budgets for regular investment in assets based on Business cases and Risk Management criterion, to help prioritise spend and deliver sustained improvement programme to reduce burden of revenue spend on reactive maintenance **(October 2024)**
- Investigate alternatives to current IT 'Easyasset' inspection software based on tracing asset defect from identification to completion. **(April 2024)**

# Internal Audit – Engineering Works

## Summary of Management Actions

- Prime role is to undertake planned works, while supporting reactive works.
- **Job log – Target Date: ongoing.** Previous corporate decisions resulted in the removal of the job recording system, leaving the current basic system.
  - Discussions are now in progress with ICT Services to fully automate the process of assigning works orders, recording actions, electronic filing and providing reporting dashboards for the team and clients.
  - Aim is to utilise the additional functions now being provided through O365
  - The specialist skills of ICT Services will be used to support the development of an improved system.
- **Service Level Agreements - Target Date March 2024**
  - These are to support works undertaken for other services through allocations
  - Housing Service SLA prepared. Reviewed by Housing Service and currently in final stages of preparation.
  - Will be used as a template to prepare SLAs of other services.
- **Planned Works - Target Date March 2024**
  - Forward plans will be developed with services to identify future works requirements to be undertaken through allocations.
  - This is reliant on those services identifying their work requirements.