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| Is this report confidential? | No  |

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| **Report of** | **Meeting** | **Date** |
| Service Lead Audit and Risk | Governance Committee | Tuesday, 29 March 2022 |

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| Is this decision key? | No |

# Audit Report Update & Compliance Review

# Purpose of the Report

1. At the Governance Committee meeting in January 2022, Internal Audit presented the findings of the Facilities and Building Management (Civic Centre) review which raised a number of concerns regarding compliance with statutory health and safety building legislation.
2. The Committee requested that a similar review was undertaken to ascertain if the findings of the Internal Audit review were replicated in all other council buildings (excluding commercial properties). This review was undertaken by the Health and Safety Team.
3. The Committee also requested an update on the progress of the implementation of the outstanding agreed Internal Audit actions from the review of Facilities and Building Management (Civic Centre).

## Recommendations to Governance Committee

1. That Committee note the contents of the report.

## Corporate priorities

1. The report relates to the following corporate priorities: (please bold all those applicable):

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| **An exemplary council** | Thriving communities |
| A fair local economy that works for everyone | Good homes, green spaces, healthy places |

## Other Council owned properties.

1. The review undertaken by the Health and Safety Team incorporated all other Council properties (excluding commercial properties) and legislation with the largest risk profile:
* Electricity at Work Regulations 1989 (fixed wire installation safety);
* Control of Substances Hazardous to Health Regulations 2002 – Legionella (L8 ACoP) (bacteria in water systems);
* Regulatory Reform (Fire Safety) Order 2005 (detection, alarms and escape);
* Control of Asbestos Regulations 2012 (long term effect on health);

## Gas Safety (installation and use) Regulations 1998 (fire and explosion).

1. We are able to provide assurance that all electrical testing is up to date, with the exception of one property which has now been programmed for completion and all legionella assessments are within schedule. There is only limited gas supply at the properties and all inspections are up to date.
2. Due to changes of personnel within the Facilities Management Team, the fire risk assessments were all outside of the recommended re-inspection dates, however an accredited assessor has been appointed to undertake this work with an expected completion date of June 2022.
3. The arrangements for managing asbestos require strengthening. Asbestos was highlighted in three properties which requires routine monitoring. Whilst the Council is within statutory timescale for the inspections, we were unable to confirm that any periodic monitoring of these properties has taken place since the inspections were carried out. The Health and Safety Team Leader is working closely with the Facilities Management Team to ensure that in future periodic monitoring is undertaken and that supporting documentation is retained to evidence checks.
4. During the Committee meeting in January it was acknowledged by the Director (Commercial Services) that record management required improving and that a dedicated property management system is being procured. Progress is being made with this and it is anticipated that the system will be fully operational by September 22 with the system being populated with historical records in the meantime.
5. In addition to the above and to prevent any re-occurrence of issues identified, steps are being taken to strengthen and rationalise the current record management. Furthermore, it has been agreed that monthly monitoring meetings will take place with the Facilities Management Team and the Health and Safety Team Leader to ensure all inspections and subsequent actions are undertaken in a timely fashion.

**Facilities and Building Management (Civic Centre)**

1. The Committee at the meeting in January requested that an update be provided on the outstanding actions of the Facilities and Building Management Review (Civic Centre).
2. We are able to confirm that all actions with the exception of two have been implemented in full. Details of the two remaining actions are provided below:

**Fire Wardens**

The Internal Audit recommended that “Fire Warden training will be provided to all designated officers”. This action has been impacted by the introduction of hybrid working and the Health and Safety Team are currently in the process of re-training

officers previously designated as fire wardens and identifying new officers to ensure that the arrangements are both resilient and robust;

**ICT System**

The other remining action relates to improving record management and a dedicated ICT system. As highlighted above, progress is being made with the procurement of a dedicated ICT system and compensating controls are being put in place until that system is fully operational.

## Climate change and air quality

1. The work noted in this report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

## Equality and diversity

1. The material presented and discussed in this report has no direct implications on equality and diversity.

## Risk

## The management of risk is summarised in the body of the report.

## Comments of the Statutory Finance Officer

## Not applicable to this report.

## Comments of the Monitoring Officer

## Not applicable to this report.

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