

Swindon Borough Council

Civic Offices, Euclid Street, Swindon, SN1 2JH

Swindon Internal Audit Services

Memorandum to: Bernie Brannan

Board Director: Service Delivery

Copies to: Gerry O'Connor

Head of Property Maintenance

Sue Mendham

Head of Infrastructure Assets

Gavin Jones

Chief Executive

Councillor Brian Ford

Cabinet Member: Street Smart

Councillor Steve Weisinger

Chair: Audit Committee

Paul Smith

Head of Technical Finance

Rob Richards

Head of Property Assets

Peter Greer

Insurance Manager

Richard Kemp

Health and Safety Lead

From: Nick Hobbs

Head of Internal Audit

Date: 4th June 2015

Your Reference:

Our Reference: SD/CPSC/LS

Telephone: 01793 463940

Fax: 01793 464603

Internal Audit Corporate Buildings – Statutory Compliance Follow-up review

An Internal Audit review of Corporate Buildings, Statutory Compliance was completed in March 2015. The audit opinion was that fundamental weaknesses were identified resulting in an overall 'Significant' risk assessment to the Council. Due to the level of audit opinion a copy of the initial report was sent to you all and you have therefore been copied in on the update report.

A follow up audit has since been carried out to establish what progress has been made in implementing agreed recommendations.

Internal Audit is pleased to report that the audit recommendations have been taken forward positively by the Head of Property Maintenance and his team. Considerable progress has been achieved on implementing all key recommendations by the agreed dates.

Implementation of the 'critical priority' recommendation regarding the completion of annual asbestos surveys for over 200 corporate buildings has progressed. To date, asbestos surveys are in place for all but 35 premises and these outstanding surveys have been rescheduled for completion by August 2015.

As you are aware Audit Committee has asked that these reports be presented to their meeting on 16th June, 2015. The Head of Property Maintenance has confirmed his attendance at this meeting.

I would like to take this opportunity to thank you and your staff for the help given and courtesy shown to Lorraine Sarson during the course of both of her reviews.

Many thanks,