

PROPERTY SERVICES AUDIT REGISTER

APPENDIX 2

Audit & Date of Issue	REF	Recommendations	Priority	Initial Target Date	Agreed Mgt Response	Current Status	Officer (Revised Date)
REVIEW OF CONTRACT SERVICES – PURCHASING ARRANGEMENTS FEBRUARY 2009	PS1	The Company's terms and conditions be amended to include: - <ul style="list-style-type: none"> • The Company's terms and conditions prevail over the suppliers; • The order must stipulate the quantity and description of the goods and services required; • All goods and services will be at the agreed quality; • The price shown is fixed and includes carriage. 	3	End of June 2009	Agreed.	Proposed changes to the Company's 'Term's and Conditions' have been drafted. Such changes require approval by the Company Secretary and Director of Finance, ICT and Governance before being adopted – currently being reviewed.	Pete Smith – Procurement and Operational Support Manager supported by Alison Mapp – Company Secretary (End of April 2010)
REVIEW OF CONTRACT SERVICES – SERVICE DELIVERY ARRANGEMENTS FEBRUARY 2009	PS2	A van stock be completed and documented for the gas section operatives.	2	End of June 2009	Agreed	A full review will be completed as part of the Better Practice Review and linked to the Mobile Data Project. Also forms part of the Materials Management Report.	Re-assigned to Steve Cooper – Project Manager (Gas) (Previously Pete Smith – Procurement and Operational Support Manager) (End of April 2010)
REVIEW OF THE MAJOR REPAIRS ARRANGEMENTS OCTOBER 2009	PS3	A procedure manual be devised which outlines the process and procedures of the major repairs function and to include the operation of the automatic interface, when this is completed.	3	End of March 2010	Procedure is to be compiled pending delivery of both the Northgate Keystone interface and Northgate upload tool by ICT. Delivery by ICT is dependent on	To be completed in line with the agreed target date.	Tim Shirley – Asset Data Manager supported by Robert Allen – Head of ICT

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					prioritisation of the project by Directorate or EMT.		
	PS4	A detailed process flowchart be devised, mapping each stage of the consultation/requirements in accordance with the Commonhold and Leasehold Reform Act 2002, where major refurbishment is required.	3	Immediate	COMPLETE Process map has been compiled and will be agreed with the Leaseholder Forum November.	COMPLETE – as stated in the final report.	Simon Temporal – Interim Leaseholder Manager