**APPENDIX 1**

**Risk 4 Ineffective management of Non–HRA Council Buildings Owner: Head of People & Transformation**

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| **Key Controls** | **% Weighting** | **In Place** | **Target Effectiveness** | **Current Effectiveness** |
| 4.1 Up to date and accurate records maintained  | 20% | 1 | 3 | 2 |
| 4.2 Up to date PPW programme in place  | 20% | 1 | 3 | 2 |
| 4.3 Effective delivery of the PPW programme  | 20% | 1 | 3 | 1 |
| 4.4 Compliance with statutory requirements by delivering actions identified from condition surveys  | 40% | 1 | 3 | 2 |
| Effectiveness Scores | 100% |  | 100% | 60% |
| **Risk Level : MEDIUM** |  |  |  |  |

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| **Key Controls** | **% Weighting** | **In Place** | **Target Effectiveness** | **Current Effectiveness** |
| 4.1 Up to date and accurate records maintained  | 20% | 1 | 3 | 2 |
| Progress Update:Over the past six months a full review of compliance certification/records has been undertaken by the Facilities Management Team. The key areas in relation to compliance which have been subject to the review are Fire Risk Management, Asbestos Management, Water Management (Legionella), Electric Appliance Testing and Gas Management. The review focused on the councils key assets for which all have full and up to date compliance certification, and this information is accurately recorded within the councils approved software system. As well as the compliance information review the Facility Management Team have commissioned and received asset condition survey reports for 23 properties. These 23 properties were identified within what was entitled phase 1, as they were categorised as high priority properties. Phase 2 asset conditions surveys are currently being undertaken, which consists of a further 9 properties. These surveys will be completed before the end of the 2021/22 financial year. Due to the full suite of information not currently being received and recorded by the authority, the risk owner has recorded a current effectiveness score of 2. Upon receipt and analysis of all phase 2 condition survey reports it is intended to increase the effectiveness score of 2 to the target effectiveness score of 3. It is anticipated that the risk owner will be in a position to achieve the target effectiveness score of 3 by the end of June 2022. |

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| **Key Controls** | **% Weighting** | **In Place** | **Target Effectiveness** | **Current Effectiveness** |
| 4.2 Up to date PPW programme in place  | 20% | 1 | 3 | 2 |
| Progress Update:Following the delivery of the phase 1 asset condition surveys a prioritised list of remedial/repair works has been developed. With the information contained within each report the Facility Management Team/Property Service Team have been able to prioritise the works across a 10 year PPW programme. The timings within the PPW programme look at the works required within year 1, year 2, years 3 to 5 and years 6-10. Following the analysis of phase 1 surveys the PPW programme has been refreshed and that is why the effectiveness score had recently moved from 1 to 2. Upon completion and receipt of the phase 2 surveys the PPW programme will be updated so that a full and detailed understanding can be gained of the required investment into our asset stock over the next 10 years. The receipt of the phase 2 reporting is due at the end of this financial year, so it is anticipated that a revised PPW programme can be completed by the end of June 2022. At that time it is the intention of the risk owner to increase the current effectiveness score from 2 to the target effectiveness score of 3.  |

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| **Key Controls** | **% Weighting** | **In Place** | **Target Effectiveness** | **Current Effectiveness** |
| 4.3 Effective delivery of the PPW programme  | 20% | 1 | 3 | 1 |
| Progress Update:This key control is directly aligned to that of key control 4.2. Due to the need to capture and analyse the condition data contained both within the phase 1 and 2 condition survey reports the Facility Management Team have been unable to progress the effective delivery of the PPW programme at this time. Due to this the risk owner has maintained the current effectiveness score of 1. Now the phase 1 asset condition data has been prioritised across a 10 year PPW programme the Facility Management Team/Property Service Team are currently liaising with the Design Services Team to programme and commission the works contained within the year 1 of the PPW programme. Unfortunately the progress of these works are somewhat hampered by the challenging landscape within the building/property sectors, due to Covid 19. When looking to engage with external partners they have excessive pre committed work programmes and there responsiveness to support the council is affected at this time. To address this challenge various procurement routes are currently being evaluated to see if these works can be delivered with the support of a framework model/provider. Until such time a definitive commissioned works programme can be delivered the risk owner has opted to keep the current effectiveness score at 1. However, it is felt that at the next time of reporting improvement and confidence in the effective delivery of the PPW programme will be achieved, therefore at a minimum the effectiveness score should increase to a 2.  |

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| **Key Controls** | **% Weighting** | **In Place** | **Target Effectiveness** | **Current Effectiveness** |
| 4.4 Compliance with statutory requirements by delivering actions identified from condition surveys  | 40% | 1 | 3 | 2 |
| Progress update:With the production of asset condition survey reports any statutory compliance requirements identified would be captured and stored within the councils Evotix Assure Safety Management system. Based upon the priority and risk associated with the action, the system creates a notification to a responsible officer/team. The action will be assigned a priority and stipulated timescale to resolve the action. It is to be noted that no specific compliance actions have been captured within the phase 1 asset condition surveys.Upon receipt and analysis of the phase 2 asset condition surveys if these also do not identify any specific compliance requirements it will be the intention of the risk owner to move the current effectiveness score of 2 to the target effectiveness score of 3. It is anticipated that this update will be able to take place in June 2022.  |