Working Group Report to the Governance and Audit Committee.

Name of Working Group:	HTR
Date of Meeting:	27.02.2023

Brief Details of Matters considered at the meeting:

ToR
1. Examine, scrutinise and seek assurance on management response to each of the seven internal audit reports. The Working Group should consider having a separate meeting to examine each of the reports.
2. Seek and examine the evidence which discharges each of the audit recommendations.
3. Make an assessment of the extent to which the HTR team requires and receives the support and intervention of other service areas and corporate functions to fully address the internal audit recommendations.
4. Make an assessment of the effectiveness and impact of IT systems, data management and integrated performance reporting on the operational performance of the service.
5. Make an assessment of the effectiveness of and impact of the County Council's officer performance management arrangements as they are implemented in HTR.

Work Programme

The 7 audit reports and action plans will be presented by Paul Wozencraft - Improvement and Programme Change Manager
1) Commissioning
2) Procurement
3) Monitoring and Delivery
4) Stock
5) Fleet
6) Non-standard Payments
7) Time Recording

First Audit report and action plan discussed - actions arising below.

Outcomes / Observations:

Assurances given:
- A new Policy is in place that all staff sign up to, to ensure excess tarmac is used on county roads.
- AMX system (database) will be introduced for the new financial year which log all HTR jobs and will link to other Council systems.
- A unique number will be issued for each job.
- Managers will monitor the system and challenge any discrepancies.
- Operatives will be able to access the system directly to update the job.
- A dashboard will show all aspects of the job including if targets are being met.

Concerns:
- Public lack knowledge and understanding on how to log jobs through the website.
- Public are not being informed of job progress and completion.
- clarification of resurfacing work with definitions requested.

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Future Actions / Items to be added to the Work Programme:
Actions / Information to be provided ▪ Simple robust classification of resurfacing work with definitions. ▪ Distinction between contractor works and direct labour force ▪ An overlay of works and provide inspector details/ who conducted the work / how was the work done - does the information come together on the dashboard. ▪ Initiation for work is from multiple sources and methodology for determining jobs is needed. ▪ Demonstration of the [Roads, Drains and Lights - Powys County Council](#)– how to log a job. (A video could be produced on how to report issues correctly) ▪ To investigate if other methods could be used on the logging system to identify and pinpoint exact locations. What 3 words/ Postcodes /Co-ordinates

Recommendations to the Governance and Audit Committee:

The Working Group will continue meeting to go through the 7 SWAP Audit reports and Action Plans.

Future Dates

Wednesday	22 March	15:00	Zoom
Wednesday	19 April	15:00	Zoom
Wednesday	24 May	11:00	Zoom
Thursday	15 June	09:30	Zoom