

# CYNGOR SIR POWYS COUNTY COUNCIL

10<sup>th</sup> Jan 2013

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**SUBJECT:** Audit Committee – Workshops (Update)

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**REPORT FOR:** For Information

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## **1.0 Introduction**

An Internal Audit Report in to the operation of the workshops dated, 24 February 2012, was considered by the Audit Committee on the 13 April 2012.

At this meeting the Senior Manager - Building Control presented the response from the service.

In conclusion it was resolved that the service and Portfolio Holder should provide an update on progress to The Audit Committee in three months' time.

## **2.0 Actions/Progress to date**

Implementation of the agreed strategy commenced following Cabinet Approval, however, the new Cabinet suspended its implementation following representation from tenants. A revised report is due to be considered by Cabinet in January 2013, the contents of which is currently being consulted upon. This report seeks to further address the concerns of the Audit Committee.

The following progress has been made with regards to operation of the workshops to address the concerns of the audit report.

- Standard three year lease has been developed in conjunction with Powys Legal Services (with a 3 month notice clause for either landlord or tenant). The concerns raised previously regarding the pre-tenancy verification checks has been addressed with the new lease requiring 2 references prior to the signing of the lease agreement.
- GVA Grimley received an extension to their current contract of one year to end March 2013 and in conjunction with the service developed a re-charge schedule for all sites.
- GVA have visited four sites to discuss the implementation of changes to lease agreements. (activity currently suspended subject to consideration of revised Cabinet Report)
- Bi-lingual advertising signs manufactured and erected on site.
- Promotion of vacancies on external agencies website being implemented.

- Quality Management System (ISO9001:2008) for the management of the portfolio is in development.
- Economic Regeneration Manager has discussed and implemented revised procedure for individual rent arrears and is currently developing new procedures for recovery. (If a tenant has three months arrears they are sent 7 day notice for change of locks, if the locks are changed, invoice is raised by Powys for the debt and the debt is referred to Powys Legal Team to recover.)
- Monthly income statements and transaction reports are being provided by GVA and considered at monthly contract meetings.
- Aged Debt Profiles are provided by GVA and considered at monthly contract meetings.
- Tenancy files are being held as an electronic file where GVA retain all emails, account details, word/excel documents, leases etc. Tenant files are available on request. (Direct access is being arranged).
- Tenancy Schedule/Rent Arrears Records have been resolved. All accounts are dealt with through the GVA Birmingham Office. These are also discussed in the monthly meetings between the Economic Regeneration Manager and GVA.
- Subject to Cabinet approval the contract (3 year) for the day to day management of the workshops will be re-let to re-commence on the 1<sup>st</sup> April 2013. Enhanced reporting and measurement of KPI's will be a feature of this new contract