

## Follow Up Audits – List of Priority 1 Recommendation still to be Implemented

Audit Subject	Recommendation	Service Head	Officer Name
Probationary Tenancies Tower Hamlets Homes (Full summary was reported to June 2012 Audit Committee)	The Area Housing Managers should ensure that there is commonality in the processes for data storage and scanning, to ensure that all officers are working to the same practices.	David Thompson	Richard Parkin
Probationary Tenancies Tower Hamlets Homes	Management should ensure that all housing officers complete the Welcome to your new home pack when the tenant completes the probationary tenancy form. Random inspections should be carried out to ensure that officers are complying with internal procedures.	David Thompson	Richard Parkin
Probationary Tenancies  Tower Hamlets Homes	It should be ensured that all documentation is scanned onto the Comino system to maintain its integrity. Senior management should monitor compliance with this requirement on a regular basis.	David Thompson	Richard Parkin
Probationary Tenancies Tower Hamlets Homes	Management should ensure that a field is entered within the settling in visit form to record if there has been any anti social behaviour. This would require housing officers to verify this information from the anti social behaviour team.	David Thompson	Richard Parkin
Probationary Tenancies Tower Hamlets Homes	The Area Housing Managers should ensure that the data contained within the probationary tenancy spread sheets are randomly checked to ensure the accuracy of the data contained within	David Thompson	Richard Parkin

## Follow Up Audits – List of Priority 2 Recommendation still to be Implemented

Audit Subject	Recommendation	Service Head	Officer Name
Health and Safety at Work - THH	The achievement against some key performance indicators (Health & Safety training) should be reported regularly to THH Board.	Les Warren	Bryden Rimmer
Highways Works Contract	It should be ensured that minutes of contract monitoring meetings are written up and published on a regular basis. The contractors achievements against KPI's should be clearly recorded on the minutes and any corrective action taken also recorded clearly.	Jamie Blake	Elise Boon
Apanseth Day Care Provision – Contract Monitoring Follow Up Audit	Departmental guidance on contract monitoring and review should be produced which should reflect contract requirements.	Deborah Cohen	Darren Ingram
Apanseth Day Care Provision – Contract Monitoring Follow Up Audit	A departmental risk register should be developed. The risk register should be reviewed on a quarterly basis to reflect any new emerging risks or closed risks. Evidence of the review should be documented. This could be documented in minutes of meetings where the risk register is reviewed.	Deborah Cohen	Darren Ingram
Look Ahead contracts for Aldgate and Campbell Road Hostels – Follow Up Audit	The departmental procedures for contract monitoring and review should be updated.	Deborah Cohen	Carrie Kilpatrick
Look Ahead contracts for Aldgate and Campbell Road Hostels – Follow Up Audit	Responsibilities for contract management and monitoring should be clearly identified in within the department's operational procedures.	Deborah Cohen	Carrie Kilpatrick