

#### Appendix 4 – Recommendations between 1 and 6 Months Overdue

Audit Title	Due Date	Recommendation	Management Response	Update/Opinion	Ownership and Actions
Adaptations Review	31 May 2023	As part of the wider review of adaptations delivery consideration should be given to bringing the delivery and oversight of Manchester Housing Operations adaptations back under the MEAP team.	Agree with this recommendation. The current resources from Northwards/Manchester Housing Services would need to move over to support this including the manager, 3 technical officers and business support	Partially implemented - Initial conversations have taken place with a view to responsibility for the completion of Manchester Housing Operations adaptations moving back under MEAP. However agreement has not been reached yet and more work is needed to move work back into MEAP.	<p><b>Director:</b> Bernadette Enright Executive Director, Adults Social Services</p> <p><b>Executive Member:</b> Councillor Robinson</p> <p><b>Status:</b> one month overdue</p> <p><b>Action:</b> To continue to request updates from the service and evaluate progress.</p>
Vendor Creation and Amendment	30 April 2023	<p>The Exchequer Services Lead should define and establish arrangements for the regular review of the vendor master file in its entirety, to identify duplicate or unused vendors and ensure that these are blocked from future use.</p> <p>We anticipate that support will be required from ICT in providing relevant data to enable this review to take place.</p>	Agree to recommendation. Exchequer Services takes part in the NFI (National Fraud Initiative) every 2 years which identifies duplicate accounts on our vendor records. This is currently taking place (late 2022). In addition to this an annual check of the VMF (vendor master file) will be added to the year end / new year schedule. There will also be a joint	<p>We understand that this work has begun, but that full completion has been delayed owing to required actions associated with the procurement phase of the Our Finance and HR System Programme.</p> <p><b>Internal Audit opinion:</b> Partially implemented</p>	<p><b>Director:</b> Carol Culley, Deputy Chief Executive and City Treasurer</p> <p><b>Executive Member:</b> Councillor Akbar</p> <p><b>Status:</b> Two months overdue</p> <p><b>Action:</b> To continue to request updates from the service and evaluate progress.</p>

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			exercise as part of the ERP work to rationalise vendors.		
Social Value Monitoring	31 March 2023	<p>Prompt action should be taken to ensure there are appropriate processes in place to ensure the timely use of banked hours received from the small works framework contractors before its expiry.</p> <p>This should also consider reminders to relevant officers of the need for hours to be redeemed along with appropriate timescales. This may also be used to generate ideas/proposals for use of banked hours should this be required.</p> <p>Decision making and the recording of approval to use banked hours should be determined to ensure consistency, fairness, and transparency. Mechanisms for reporting the outcome of used hours should also be developed.</p>	<p>Agreed. The Social Value Governance Board will discuss options for use of the banked hours at its next meeting in October.</p> <p>Work is also being undertaken with Corporate Estates to discuss options for use of social value contributions for ongoing maintenance work in community asset transfer properties and how this could work in future iterations of NWCH frameworks.</p>	<p>The Social Value Governance Board has overseen progress with this recommendation to ensure the use of banked hours ahead of the framework expiry.</p> <p>We reviewed a social value report prepared on the small works framework reported to the Head of Integrated Commissioning and Procurement and the Social Value Board. This provided details of work undertaken with Contractors to put proposals together for utilising hours owed up until February 2023 on social value activities. The proposals were included in the report, which were all approved by the Head of ICP although we note that not all had been delivered to date. We understand some of the proposals are still being delivered with planned completion by the end of the</p>	<p><b>Director:</b> Carol Culley, Deputy Chief Executive and City Treasurer</p> <p><b>Executive Member:</b> Councillor Akbar</p> <p><b>Status:</b> Three months overdue</p>

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				<p>framework in September 2023.</p> <p>The original social value approach adopted with the small works framework was assessed ahead of the new iteration of the Framework. This included the identification of missed opportunities, barriers and lessons learnt with two possible options put forward for consideration for the new iteration of the framework.</p> <p>Given there remain banked hours which have yet to be delivered this recommendation is considered implemented in part.</p> <p><b>Internal Audit opinion:</b> Partially implemented</p>	