

CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

Date of Meeting	12 th December 2024
Report Subject	Community and Recreation Assets Audit Report
Cabinet Member	Deputy Leader of the Council and Cabinet Member for Transformation and Assets
Report Author	Corporate Manager Capital Programme and Assets
Type of Report	Operational

EXECUTIVE SUMMARY

This report introduces the Community and Recreation Assets Audit Report and provides some historical contextual background.

This report summarises the findings and confirms the actions to mitigate risks that have already been implemented but also advises action that will be undertaken to address the remaining identified risks within specific timeframes.

RECOMMENDATIONS

1	That Corporate Resources Overview and Scrutiny Committee provide any comments/observations so that these may be fed back to a future meeting of the Governance and Audit Committee
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REPORT DETAILS

1.00	Contextual Background Information
1.01	In 2017, the Council's Leisure Services, in advance and as part of a transition to an Alternative Delivery Model (ADM), transferred a number of community and recreation assets to the Council.

1.02	Responsibility for the retained assets was split between Streetscene and Transportation and the Valuation and Estates Service.
1.03	At the time of the transfer, three staff from the former Leisure services transferred of Streetscene and Transportation, with Valuation and Estates service managing additional responsibility within its existing resources.
1.04	In subsequent years, due to the Council's need to generate efficiencies and reduce costs, the posts in Streetscene have been deleted. The Valuation and Estates Service has also reduced its staff numbers. The reduction of resource does make management of remote land and buildings more challenging.
1.05	The Internal Audit report captures the work and process across two portfolios and was carried out at the request of the Corporate Manager for the Councils Capital Programme and Assets.
1.07	The attached Audit report has been given an assurance opinion of red; therefore, and is being shared with Corporate Resources overview and Scrutiny as good practice and in advance of placing it before Governance and Audit Committee.
1.08	There are four risks identified in the audit report as follows: - <ol style="list-style-type: none"> 1. The asset information is incomplete or not updated or missing from Technology forge (TF), Asset Management system. 2. The Roles and responsibilities for the Management of Community and Recreation assets is not clear, have not been defined or are not consistent or being adhered to. 3. A programme of inspection is not in place either by S&T to ensure quality of the Community and Recreation assets grounds or by V&E to deliver statutory inspections to buildings. 4. Income relating to the management of Community and Recreation is not received where expected.
1.09	Two areas of good practice were identified as follows: - <ol style="list-style-type: none"> 1. The booking process for football playing fields is well managed. 2. Where there is a known payment for an asset managed by V&E this is recorded in TF and reconciled monthly with Finance.
1.10	Since the audit a task and finish group has been established. An action plan to address the risks raised in the audit has been developed and will be overseen by the task and finish group until completion. The groups focus will be: - <ul style="list-style-type: none"> • Statutory Health and Safety compliance • Contract management. • Ensuring all relevant Asset information is recorded on Technology Forge (TF) • Resolving cross portfolio working Audit recommendation/s

1.11	<p>The following actions are now in place -</p> <ul style="list-style-type: none"> • An inspection regime of remote unoccupied buildings is now in place and managed through the Valuation and Estates team and is recorded on Technology Forge (TF). • There is now a statutory maintenance regime in place and recorded on Technology Forge (TF) the Councils asset management database.
1.12	<p>As noted in the agreed actions of the report, the public open space element of Statutory Health and Safety (H&S) Checks (URN 3580), Tech Forge System and Asset Data (URN 3575), and Roles and Responsibility (URN 3584) anticipated to be complete by 31st December 2024.</p> <p>With Income Management (URN3712) and Management Agreements / Leases / Contractual Agreements (URN2574) anticipated to be complete by 31st March 2025.</p>

2.00	RESOURCE IMPLICATIONS
2.01	The action plan will be delivered using existing portfolio resource.
3.00	IMPACT ASSESSMENT AND RISK MANAGEMENT
3.01	An impact assessment is not required, the identified risks will be managed through the Councils risk management system to sign off.
4.00	CONSULTATIONS REQUIRED/CARRIED OUT
4.01	None

5.00	APPENDICES
5.01	Management of Community and Recreation Assets – Audit Report

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	none

7.00	CONTACT OFFICER DETAILS
7.01	<p>Contact Officer: Damian Hughes Corporate Manager, Capital Programme & Assets</p> <p>Telephone: 01352 404135</p> <p>E-mail: damian.hughes@flintshire.gov.uk</p>

8.00	GLOSSARY OF TERMS
	<p>Community Asset Transfer (CAT) - A Community Asset Transfer is the leasehold transfer of a Flintshire County Council asset to an organisation with a social purpose and plans to use the asset for the benefit of the local community. It is the transfer of the management and ownership of public assets (buildings or land) through the granting of a lease to a community-based organisation who in return commit to providing community benefits via its use.</p>