

APPENDIX 4

Open actions (past due, high/medium and priority 1/2):

No.	Audit Year	Audit Name	Service Area	Rec ID	Management Action	Rating / Priority	Original Due Date	Expected Completion Date	Action Owner Comments
1	2019/2020	Moorings	DCL	1076	Review the moorings policy and establish a procedure to ensure the policy is regularly reviewed on an ongoing basis.	Medium	31-Oct-20	TBD	The Technical Projects team became responsible for these actions when they took over the mooring service in November 2022. The team has now completed a review of the mooring operations and is preparing a comprehensive report to be submitted to SMT on the current position, this will identify the issues realised in the audit report and the options to resolve them. Discussions have been held with HofS on the best way to approach the report and the report to SMT should be submitted in November. Once SMT has provided its guidance the team will action its recommendations. SMT report was delayed and is now being circulated to submit to SMT 31 January 2024. Report is still being drafted as discussions and investigations on-going with legal as to the legality of setting out fees and enforcing non payment of mooring fees.
2				1077	Develop procedure notes detailing the tasks which must be completed in relation to moorings and establish a procedure to regularly review and update the notes.	Medium	31-Oct-20	TBD	
3				1078	Review payment methods for the moorings service and consider other possible methods, such as BACS.	Medium	31-Oct-20	TBD	
4				1082	Undertake a health and safety risk assessment.	Medium	31-Aug-20	TBD	
5				1085	Ensure the moorings officer attends health and safety and lone working training.	Medium	30-Sep-20	TBD	
6				1086	Set up the moorings officer on the LoneAlert system and establish a process to ensure that it is used during patrols.	Medium	30-Sep-20	TBD	
7	2021/2022	Land Charges	Legal & Democratic	1292	The area of the website showing the incorrect charges is corrected and in future appropriate checks are made to ensure that both areas are correct.	Medium	30-Nov-21	TBD	The fees published by finance June 2023 differ slightly to those agreed and omit an admin fee that accounts for the difference with published land charges fees. This has been passed to Finance (13/9/23), awaiting their corrective action. The same format spreadsheet is now used by both finance and the service teams for fees and charges currently being set for 2023/2024. Therefore the differences should not be present for the 2023/24 charges currently being finalised.
8	2021/2022	Property Compliance Management Review	DCL	1309	Information pages, guidance documents and associated policies published on Jarvis to be reviewed in coordination with corporate health & safety, and updated to ensure relevance to operational practices and accuracy in current procedures.	Medium	30-Apr-22	31-Dec-24	H&S have proposed, and SMT have accepted a full review of the H&S Management System. This will result in 28 'active' Codes and 4 'management' Codes together with additional Guidance documentation. Consultation with staff both directly through nomination by SMT, direct request from H&S and UNISON will be through the application of HSC-32 - Policy and Code Review. With the majority of the 28 active Codes being FM focussed, the reliance on Property Operations as supporting SME and primary recipient should be acknowledged.
9				1310	Policies and guidance documents to be version controlled and reviewed at regular intervals to operational practices and accuracy in current procedures	Medium	30-Jun-22	31-Dec-24	HSC-32 - Policy and Code Review (approved by SMT) includes periodic review and document control requirements.
10				1311	In coordination with HR, review that adequate training is available and provided to individuals to conduct operational duties safely in respect of property management	Medium	30-Jun-22	31-Dec-24	Corporate Landlord not yet implemented. Training matrix in progress and not yet supplied to HR to review and implement.
11				1316	A review of assets to be conducted and where there may be contention of associated responsibilities, appropriate controls to be implemented to ensure there is clear ownership and acknowledgment of compliance management across services.	Medium	30/04/2022	TBD	Linked to Rec ID 1313. In terms of roles and responsibilities going forward this is linked to the Corporate Landlord Model project. Expected implementation date to be confirmed on Corporate Landlord Model projects approval for the transformation and implementation phase. Most areas we have agreement for but not yet approved - Arts centres, Community centres, Toilets. The outstanding area is HOUSING. Discussions on going pending Corporate Landlord direction. UPDATE This is still dependent upon the Corporate landlord introduction - no firm date known but progressing
12				1320	The property inspection schedule to be reviewed to ensure there is adequate resource to conduct property asset inspections in a reasonable timeframe.	Medium	14-Feb-22	TBD	It has been established that a block inspection date can be set up - a formal request made. Initial inspections will be completed by August 2024. At that point or even beforehand the resourcing of future visits must be addressed otherwise the DCL restructure staffing plans will have failed to account for this resource and it has taken one officer, over two years to complete only a majority of the sites, so help is required if current safety inspections are to be maintained. A year has passed since this resource study was originally planned. Roles and responsibilities regarding who inspects sites across the whole of the estate is yet to be determined and defined. The risk to the Council is that H&S inspections will not being sufficiently undertaken, leaving them liable when claims are made, with no
13				1321	Where the responsibility of property inspections fall to service teams, this should be clearly communicated with the relevant team with an appropriate timing schedule.	Medium	30-Apr-22	30-Jun-24	Roles and responsibilities have not been addressed since the statement was made- Current work by H&S hopes to address this. A study to address the resource required to deliver inspections has been delayed ironically by the delay to completing the inspections by the single officer trying to undertake them. H&S of sites is an operational requirement and inspections should sit with all operational services at sites i.e. open spaces managed by Parks /GM, Art centres and Community centres etc. Annual fire safety review, annual asbestos inspections etc. are specialist and should be identified as roles within a corporate landlord structure.

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14	2021/2022	Contract Management	Finance	1379	Deliver mandatory corporate contract management training to officers, which includes setting key performance indicators.	Medium	31-Dec-22	31-Dec-24	It has not been possible to progress this due to other work commitments. Changes to contract mgt on the new Procurement Act (Oct 2024) which will need training on. Additional commercial resource has been employed to support councils in this area. Suggest we wait until after the new procurement act takes effect to do training.
15	2021/2022	Learning & Development	DCL	1413	Continue to develop the training matrix identifying the health and safety training required for each role within the council.	Medium	31-Dec-22	31-Dec-24	Each H&S Code includes training requirements related to responsibility. L&D in discussion with H&S will create the overall Councils Training Matrix (Learning needs analysis). This will include both general H&S training (Induction, DSE, Risk assessment read review etc) and specialist training (CoSHH assessor, Fire safety, Permit issuer etc). Where viable LEAH training will be used, however the vast majority if training is anticipated to be developed, and deployed by H&S directly to staff.
16	2021/2022	Learning & Development	Corporate Services	1417	Develop a process to monitor progress of the Lets Talk process by service teams.	Medium	31-Dec-22	30-Jun-25	There is an action related to this in the approved workforce strategy. Implementation is dependent on functionality of new HRIS system which will be procured in 2024 and implemented by June 2025. The aim is to have a monitoring system via manager dashboards.
17	2022/2023	Payroll	Corporate Services	1461	Senior managers remind officers that they must submit adequate fuel receipts to support their mileage claim and that if they are not submitted then their mileage will not be authorised.	Medium	31-Dec-22	TBD	Mileage claims are submitted via MyView and require adequate receipts. Monthly metrics produced on staff mileage and reviewed by HOS. Quarterly metrics sent to SMT. Recent payroll audit will outline progress against this action and further update in Q4
18				1462	Consider introducing a standardised business mileage log that details full journey details, (including start and end locations), vehicle details (make model/engine size) and a claimant declaration that can be reconciled to route planners as part of a management review.	Medium	31-Dec-22	TBD	
19				1463	Consider requiring a copy of the authorised log to be attached to the claim submission within the MyView system, ensuring claim documentation is supported, easily accessible and provides a suitable audit trail within the	Medium	31-Dec-22	TBD	
20	2022/2023	National Non-Domestic Rates (NNDR)	Finance	1514	Update changes in liability within the system in line with the agreed service specification of five working days following notification.	Medium	30-Jun-23	TBD	Capita and the council continue to closely monitor and there has been month-on-month continual improvement since the last audit update. Although some work tray items have remained outside SLA, the average turnaround times is now less than 8 working days, compared to 16 days in Sept 2023. Ongoing recruitment has been challenging, due to the competitive job market but Capita has mobilised additional resources to support processing and this can be seen in the constant improvement. Back to normal SLA BAU has been pushed back to January 2024 and we are waiting for the latest performance report to ascertain if this target has been met.
21	2022/2023			1517	Review the pre-pandemic aged debt and either write off or take other appropriate actions.	Medium	01-Oct-23	TBD	Ongoing
22	2022/2023			1518	Remind staff of the debt recovery process and regularly review the recovery state, so that they can be moved on to the next stage.	Medium	01-May-23	TBD	Aged debt cases continue to be looked at and progressed to write-off stage, which will help cleanse the system, however, due to other work commitments and opening summons runs, has meant a significant increase in work related to the billing and collection of NNDR and has caused further delays with this particular write off stage project. Work is ongoing, however, this date was always going to be subject to review depending on other priority work. Progress continues but it is a timely project and the next review date has been agreed at 01-Mar-2024.
23	2022/2023			1519	Prepare a monthly pending write off report and send to the councils; revenues and benefits team for review and authorisation.	Medium	01-May-23	TBD	A further follow-up meeting is required with Capita regarding the write-off timetable and updated templates/spreadsheets to use. Implementation date of October has to be moved, due to other priorities.

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24	2022/23	Health and Safety	DCL	1520	Continue to review and update all H&S related policies, procedures, and guidance.	High	31-Dec-23	TBD	All H&S policies are under full review and will be re-issued as Codes (with the exception of the top level H&S Policy (statement) document. This will include a full review of existing Jarvis H&S content, and structure with the anticipation of full replacement within the course of this thorough review. To date 1 Code has been approved (HSC-32- Policy and Code Review), and a further 4 in the final review stages (HSC-1 - Fire, HSC - 4 - Risk Assessment, HSC-5 - Incident Reporting, HSC-10 - Violence and Agression at Work). Ongoing periodic review will be managed through a 'Health and safety Management Plan'.
25	DCL		1521	Review and update all recommendations detailed within the strategic health and safety review, and implement controls where risks remain relevant to current operations.	Medium	31-Dec-23	TBD	Due consideration has been made of the previous external, and internal audit findings which continue to frame the full system review currently ongoing. Whilst reference was made to the differentiation between H&S and operational activities within the external report, it is felt by the current team that these 2 elements are both complimentary to the development and deployment of a cultural Health and Safety Management System, and shall therefore be run in unison together.	
26	DCL		1526	Develop a report to assist managers in monitoring training compliance and issue at agreed intervals.	High	31-Aug-23	TBD	As part of the overall H&S management system review, and the creation of H&S Codes, the provision, content and deployment of training is also being fully reviewed. Whilst LEAH provides an element of training, the majority will be developed and deployed directly by H&S team. In addition, the current content of LEAH is subject to change through both direct review, and the proposed change to an alternative platform through HR.	
27	DCL		1527	Establish requirements for contractors and agency staff to complete mandatory H&S training.	High	30-Sep-23	TBD	As part of the H&S / HR training matrix review, and responsibilities allocated within each of the proposed H&S Codes, a mandatory and role specific LNA will be developed and deployed. This will enable H&S to focus training and refresher training accordingly in support of local management responsibilities.	
28	DCL		1528	Develop a regular schedule for H&S refresher training for all officers (inc. contractors and agency staff if applicable).	High	30-Sep-23	TBD	Refresher frequency is included within each H&S Code	
29	DCL		1529	Identify and define specialist officer roles, responsibilities, and health and safety training requirements across all services.	High	31-Dec-23	TBD	Each H&S Code includes specific roles and responsibilities. This is further enhanced through the creation of an 'Health and Safety - Responsible Persons Register' (currently available for review on request)	
30	DCL		1530	Continue to develop the centralised H&S training matrix.	High	31-Dec-23	TBD	Health and Safety Codes are in part setting the requirements directly, and through the creation and review of Risk Assessments. In addition HSC-30 - Health and Safety Training Management once developed shall provide additional guidance with regards to training selection, deployment and ongoing review.	
31	DCL		1531	Embed refresher training arrangements for mandatory and specialist modules.	High	31-Dec-23	TBD	Refresher frequency is included within each H&S Code H&S continue to work with the newly appointed L&D team to progress this action	
32	DCL		1532	Following review and update of the Incident Reporting Policy, relaunch the revised incident reporting procedures, including the new incident reporting email address.	Medium	31-Dec-23	TBD	Health and Safety Code HSC-5 - Incident Reporting and Investigation is currently under final review prior to submission to SMT. This Code includes the deployment of an 'app' based incident reporting portal (MY Compliance) which will greatly enhance both the ease of reporting, and management of actions and data thereafter.	
33	DCL		1533	Remind managers to notify H&S of all RIDDOR reportable incidents in a timely manner following incidents being reported/notified.	Medium	31-Aug-23	TBD	RIDDOR reports shall be determined by H&S on submission of report, or subsequent follow up by H&S. H&S shall make all RIDDOR submissions to HSE in accordance with the proposed HSC-5-F02 – Incident Investigation process	
34	DCL		1535	Implement a system for H&S inspections/monitoring, in line with HSE guidance and the councils' Health and Safety	High	31-Dec-23	TBD	This shall be incorporated within the proposed HSC-31 - Health and Safety Audit and Inspection Code	
35	DCL		1536	Property Assets team to consult and agree compliance inspection routines with Health and Safety to ensure any safety elements adhere to relevant H&S legislation and are fit for purpose.	High	31-Dec-23	TBD	This is an ongoing program that shall be undertaken through direct consultation and appraisal by H&S of existing templates in use by Property Assets. To date no formal schedule of appraisal has been agreed, however this is under discussion.	
36	DCL		1537	Review and update the councils H&S risk assessment management system (i.e., policy, procedures, training, and guidance).	High	31-Dec-23	TBD	The creation, and training relating to Risk Assessments is included within HSC-4 - Risk Assessment (Code) which is in final review prior to submission to SMT. In addition specialist risk assessments (Young Persons and new or expectant mothers (HSC-18) DSE (HSC-7), Lone working (HSC-11), CoSHH (HSC-12), Noise, Vibration and magnetic fields (HSC-15), Water Hygiene (HSC-21), Hybrid and remote working (HSC-9) shall be included within their respective Codes	
37	DCL		1538	Establish a centralised records library for health and safety risk assessments.	High	31-Dec-23	TBD	The creation and management of a Risk Assessment register is included within HSC-4 - Risk Assessment and HSC-29 - Health and Safety Document Management Codes.	

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38	2022/23	Health and Safety	Finance	1540	Procurement to consult Health and Safety on the revised procurement process, guidance, and template documentation to ensure there is suitable consideration of health and safety requirements and controls to comply with relevant legislation.	High	31-Dec-23	30-Sep-24	Discussions are ongoing with H&S team. Documents not yet updated. Update July 24: As there has been another change in the councils' responsible H&S officer, these discussions will need to begin again. Will aim for end of Q2.
39	Finance		1541	Remind service teams of the requirement per the procurement procedure rules to obtain H&S documentation as part of the tender/award of contracts etc.	High	31-Dec-23	31-Dec-24	It has not been possible to progress this due to other work commitments	
40	DCL		1542	H&S Business Partner to remind all service teams of the need to complete and regularly review all service areas risk assessments.	High	31-Aug-23	TBD	The creation, and training relating to Risk Assessments is included within HSC-4 - Risk Assessment (Code) which is in final review prior to submission to SMT. In addition specialist risk assessments (Young Persons and new or expectant mothers (HSC-18) DSE (HSC-7), Lone working (HSC-11), CoSHH (HSC-12), Noise, Vibration and magnetic fields (HSC-15), Water Hygiene (HSC-21), Hybrid and remote working (HSC-9) shall be included within their respective Codes	
41	DCL		1545	Remind LoneAlert users to ensure that they have completed the LEAH lone working training and read the policy.	Medium	31-Jul-23	TBD	A full review of all aspects of lone working to include the escalation hierarchy, selection and use of devices, training and portal migration is currently ongoing. This will conclude with a full H&S Code review and roll out program.	
42	DCL		1547	Conduct a full review of the LoneAlert senior management team escalation hierarchy to ensure accuracy in system reporting routes.	Medium	30-Sep-23	TBD	This requirement will be fully addressed in action 1545 and shall be actively managed in accordance with HSC-11 - Lone working and the Health and Safety Management Plan (once developed fully)	
43	DCL		1548	Establish a regular LoneAlert user access review, whereby service teams are required to formally notify the health and safety team of user access changes being completed (i.e., starters, leavers, movers, and emergency SOS fob holders)	Medium	30-Sep-23	TBD	This requirement will be fully addressed in action 1545 and shall be actively managed in accordance with HSC-11 - Lone working and the Health and Safety Management Plan (once developed fully)	
44	DCL		1551	SMT to establish an agreed approach to conduct regular portable electrical appliance safety checks/inspections, per the requirements of the Hybrid and Remote Working Policy.	Medium	31-Dec-23	TBD	This requirement will be covered within HSC-14 - electrical Safety and monitored through HSC-31 - Health and Safety Audit and Inspection (once developed)	
45	2022/23	Leases	Finance	1556	To ensure that the annual rental amounts used in the SOA are correct, finance verify the rents with strategic property as part of the annual closedown process.	Medium	31-May-23	01-Jul-24	This is an annual task we will ensure the 23/24 lease data is in agreement with Strategic Property
46	2022/23	Council Tax	Finance	1595	Prepare a monthly pending write-off report and send to the councils' revenues and benefits team for review and authorisation.	Medium	31-May-23	TBD	Progress halted on this and discussions were held with Capita to obtain reassurances this will now move forward without further delay, including a revised write-off timetable which has since been received. The opening monthly Write-Off batch is due to be received from January 2024 onwards. The date of 31 March has been added as an expected implemented date because by that time we should have received 3 monthly batches from Capita which will demonstrate it is now being done on a regular (monthly) basis.
47	2022/23	Capital Management and Accounting	DCL	1613	Continue corporate landlord model project work, which includes delivery of asset management plans and associated policies.	Medium	31-Dec-23	31-Dec-25	Asset Management Plans form part of the Corporate Landlord project which was paused to allow the new head of DCL to review work undertaken to date. Transformation team are now engaged in preparation for implementation stage. Timetable for delivery of Asset Management Plans to be agreed as part of project work programme
48	DCL		1617	Publish land and property data required by the Local Government Transparency Code 2015 on council websites.	Medium	30-Sep-23	30-Sep-24	The API between Concerto and the live GIS system is now activated. Officers have created bulk uploads of asset data to be uploaded onto Concerto.	
49	2022/23		Finance	1615	Retain evidence of budget movement approvals on file, in line with financial procedure rules.	Medium	30-Sep-23	30-Sep-24	A capital budget review and challenge was carried out as part of 2024/25 budget setting, many Capital budget were reset as a result of these meetings. Back-up to changes to the Capital budget will be filed going forward, and a new process for monitoring will be in place from Q1 of 24/25

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50	2022/23	General Ledger	Finance	1630	Resolve the Unit4 system issue which has resulted in opening balances being brought forward into the cash book within monthly reconciliations.	Medium	30-Jun-23	01-Jul-24	A big exercise is being completed to clear bank exceptions and present totally clear bank recs for the 23/24 audit, a target completion date of 1 July 2024 has been set. In the region of 200 lines of exceptions per council have been cleared as part of 23/24 Year End close. We have procedures in place for the clearance of exceptional items into suspense.
51	1631			Reinstate monthly bank account reconciliations for the four (two South and two Vale) bank accounts identified as not being routinely reconciled to the ONE Revenues and Benefits system.	Medium	30-Jun-23	01-Jul-24		
52	1632			Establish formal procedures for the management and write off of suspense balances, including clearly defined roles and responsibilities (Finance and service teams) and timescales.	Medium	30-Jun-23	01-Jul-24		
53	1634			Review and correct the B9001 entries in 2016/17 for South in period 2017/05.	Medium	30-Jun-23	30-Jun-24	This is not considered a priority and we'll aim to tidy this reconciliation before 2024 Year End.	
54	1642			Consult with the council's Information Governance and Data Protection Officer and SIRO to establish and agree suitable	Medium	31-Aug-23	TBD	Not yet implemented because of other priorities. Update January 2024: This remains a low priority	
55			Corporate Services	1640	Checks to be implemented by the Sysadmin team to validate that users have appropriate supporting documentation and approvals retained on their Unit4 document archive, including any additional access requests specific to the individuals role (user forms and/or specific email requests filed).	Medium	31-Oct-23	30-Sep-25	It is expected that as part of the councils exit from the IT contract with Capita, we will provide out our in-house Helpdesk which will better manage this process.
56	1641				Sysadmin team to implement a process to regularly review Unit4 user access groups and role ID members (users) to ensure accuracy and appropriateness in systems access.	Medium	31-Oct-23	30-Sep-25	
57	2023/24	Report Lifecycle Process	Legal & Democratic	1661	a) Investigate options for a joint meetings management and governance system, which can be used to develop report templates. b) Consider use of the joint meetings management and governance system by the executive support team to manage SMT meetings and reports.	Priority 2	30-Nov-23	TBD	Progressing. Discussions ongoing with ModGov. Agreement to move to their hosted platform.
58	2022/23	Mobile Home Parks	Housing & Environment	1667	Update and formalise the existing procedures into a common format and including version control detailing the date of last review, date for next review and the person updating it.	Priority 2	31-Mar-24	31-Mar-25	Work still ongoing
59	1668			Identify which other key activities require a procedure and write these procedures in a common format and including version control detailing the date of last review, date for next review and the person updating it.	Priority 2	31-Mar-24	31-Mar-25		
60	1669			Housing Delivery Officer and Property Asset Manager to meet and agree SLA to ensure all statutory compliance is undertaken.	Priority 2	31-Mar-24	31-Mar-25		
61	1670			Heads of Service and Service Managers meet to finalise the SLA and share with Senior Management Team for their review.	Priority 2	31-Mar-24	31-Mar-25		
62	1671			Develop a programme of site visits.	Priority 1	31-Mar-24	31-Mar-25		
63	1672			Develop a site visit checklist, which includes a date stamp and a management review sign off.	Priority 1	31-Mar-24	31-Mar-25		
64	1674			Amend the new homes checklist to include receipt of completed pitch agreements.	Priority 2	31-Mar-24	31-Mar-25		
65	1676			Develop a resident's feedback form.	Priority 2	31-Oct-23	30-Sep-24	A feedback form has been created. This needs to be shared with the Communications Team to gain their approval and also discuss the best method of circulation	
66				DCL	1673	Develop a mechanism to monitor whether planned maintenance works have been undertaken.	Priority 2	29-Feb-24	

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67	2022/23	Grounds and Parks Maintenance (incl. Trees)	DCL	1677	Develop, document, and publish in-house policies, procedures, and guidance to support employees conduct operational duties effectively and safely to ensure continuity of service.	Priority 1	31-Mar-24	TBD	Separate action plan provided to IA, which internal audit are reviewing and cross-referencing to the open audit actions.
68				1678	Implement document version control and regular review periods to maintain relevance in operational procedures.	Priority 1	31-Mar-24	TBD	
69				1683	Implement job descriptions for all roles to document and inform all parties of the expectations, responsibilities, and requirements of their position.	Priority 1	31-Dec-23	TBD	
70				1684	Consult with the property team to establish a suitable solution to the workflow programming issues noted within the Concerto PPM system.	Priority 2	01-Mar-24	TBD	
71				1685	Pursue procurement of suitable maintenance contractors to ensure remedial works are completed in line with RoSPA recommended priority timescales.	Priority 2	29-Feb-24	TBD	
72				1686	Develop and implement formal KPIs for the completion of general operational tasks and response to reactive works (action within x number of days etc).	Priority 2	01-Mar-24	TBD	
73				1689	Operational health and safety documentation (including risk assessments, SSW and COSHH guidance) to be made available to all grounds maintenance operatives at all warehouse/store locations.	Priority 2	31-Mar-24	TBD	
74				1690	Version control to be applied across risk assessments to ensure ease of access and document review in line with advised periods (historic records archived).	Priority 2	31-Mar-24	TBD	
75				1691	Review and update specialist risk assessments to ensure all recommendations have been acknowledged and appropriate actions implemented.	Priority 2	31-Mar-24	TBD	
76				1692	Grounds maintenance operatives to be trained and given access to the lone working monitoring system (LoneAlert) to ensure safety and consistency in lone working arrangements.	Priority 2	01-Apr-24	TBD	
77				1693	Remind all officers to utilise the LoneAlert system to ensure the safety of officers undertaking lone working duties, in line with the policy.	Priority 2	01-Apr-24	TBD	
78				1694	Implement a formal process to record safety checks of plant, equipment, machinery and vehicles (ride on mowers, diggers etc).	Priority 2	31-Mar-24	TBD	
79				1695	Establish an agreed schedule for PPM/servicing of plant, equipment and machinery.	Priority 2	31-Mar-24	TBD	
80				1696	Review, update, and publish required supporting documentation onto the contracts register for all awarded contracts.	Priority 2	31-Dec-23	TBD	
81				1697	Liaise with the procurement team to review and establish best value procurement for regular suppliers/contractors where possible.	Priority 2	31-Dec-23	TBD	
82				1698	Liaise with supporting services (waste/property/H&S) to implement reasonable and practical solutions to resolve the observations identified during the site visits.	Priority 1	31-Mar-24	TBD	
83				1700	Conduct regular checks against supporting records and the fuel card management system to validate appropriate use and accuracy in payment values.	Priority 2	01-Dec-23	TBD	
84	2023/24	Workplace Premises	DCL	1706	Instruct line managers to show new starters around Abbey House upon first visit (e.g. via the weekly communications email)	Priority 2	30-Nov-23	TBD	A full review of all current policies is currently in progress. See also action 1309
85	2023/24	HR Data Management	Corporate Services	1717	Amend Unit4 workflow approvals for leaving managers to the next (higher) level approver (HofS etc) until recruitment for post is fulfilled.	Priority 2	31-Jan-24	30-Sep-25	It is expected that as part of the councils exit from the IT contract with Capita, we will provide out our in-house Helpdesk which will better manage this process.
86				1718	IT Sysadmin to maintain suitable checks to terminate (deactivate) employee IT systems access timely on receipt of SML reports.	Priority 2	31-Jan-24	30-Sep-25	
87	2023/24	Planning Appeals	Planning	1770	Develop and deliver training in line with the NPPF and actions proposed within the PAS review to planning officers and planning committee members ensuring a robust planning decision process (including appeals process and managing cost applications).	Priority 2	01-Jun-24	31-Dec-24	Training session to be scheduled for the autumn
88				1771	Maintain a log of the type of training delivered and attendees.	Priority 2	01-Jun-24	31-Dec-24	Will be implemented in conjunction with the training session planned for the autumn