

Outstanding Agreed Actions – January 2025



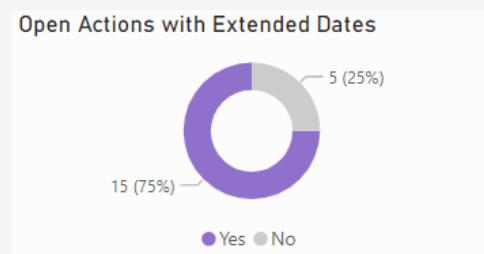
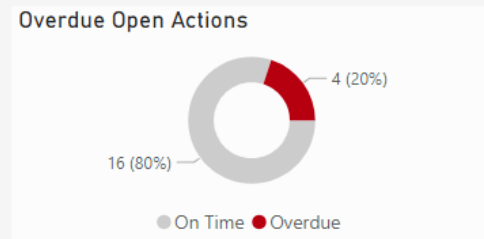
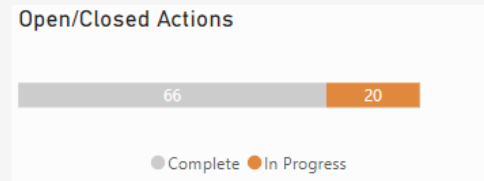
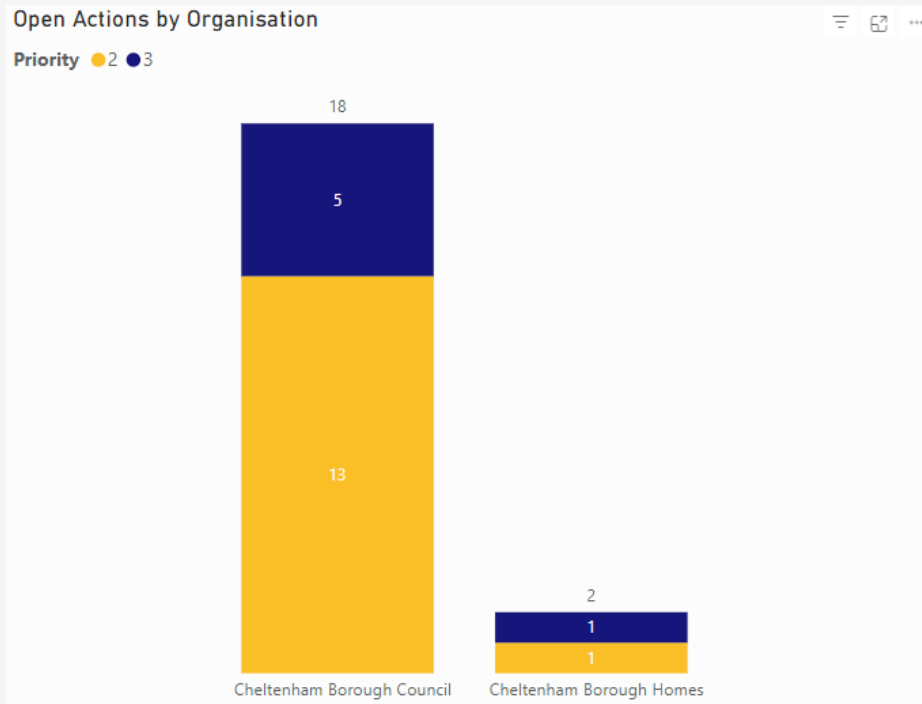
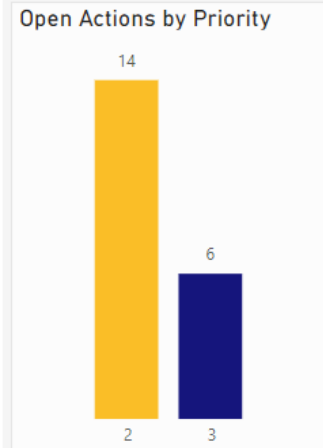
Open Management Actions

Organisation	Not yet due	Due within 30 days	1-30 days overdue	31-60 days overdue	61-90 days overdue	91+ days overdue	Total Actions
Multiple selections	11	5	1	(Blank)	2	1	20

Audit Title
All

Issue Tester
All

Issue Subscriber
All



AP ID	ID	Audit Title	Issue Title	Issue Status	Period	Priority Score	AP Status	Original Timescale	Timescale	Follow-Up Assessment
2992	2794	CBC - Access to Information - 2023/24	Retention of Personal Data does not comply with the Council's Privacy Statement	Pending Remediation	2023/24	2	In Progress	31/10/2023	31/01/2025	Oct 2024: The Interim Head of Customer Services and Business Support advised the build on the FOI system started last month with an estimated completion date of January 2025.
3203	2996	CBC - Transparency Data - 2023/24	Non compliance with code	Pending Remediation	2023/24	2	In Progress	31/03/2024	31/12/2024	Oct 2024: Some actions are complete, but Housing Services need to be added to the org structure, pay grades need to be linked and Senior Officer pay still to be published.
3860	3617	CBC - Community Infrastructure Levy Governance - 2023	There is insufficient internal governance in place in the CIL process.	Pending Remediation	2023/24	2	In Progress	30/06/2024	31/10/2024	Dec 2024: We can see that this flow chart documents the CIL collection process, however it doesn't outline any roles or responsibilities, and so the original risk identified during fieldwork hasn't been fully mitigated. Have queried with Director of Community & Economic Development.
4157	3897	CBC - S106 Process - 2023/24	Manual Spreadsheets are in use, rather than the Exacom system.	Pending Remediation	2023/24	2	In Progress	30/09/2024	31/10/2024	Dec 2024: We can see that the training element of this action is complete, that Exacom is in use, and that the CIL Manager has requested a list from One Legal to reconcile Exacom. However, we are awaiting confirmation as to whether Exacom is up to date before closing this action.
4186	3925	CBC - Grant Income - 2023/24	Policies and Procedures	Pending Remediation	2023/24	2	In Progress	30/09/2024	31/03/2025	Sept 2024: Follow Up audit planned for Jan/Feb 25.
4187	3926	CBC - Grant Income - 2023/24	Grant funding terms and conditions	Pending Remediation	2023/24	2	In Progress	30/09/2024	31/03/2025	Sept 2024: Follow Up audit planned for Jan/Feb 25.
4188	3927	CBC - Grant Income - 2023/24	Assessment and awarding grants	Pending Remediation	2023/24	2	In Progress	30/09/2024	31/03/2025	Sept 2024: Follow Up audit planned for Jan/Feb 25.
4189	3928	CBC - Grant Income - 2023/24	Reporting and Transparency	Pending Remediation	2023/24	3	In Progress	30/09/2024	31/03/2025	Sept 2024: Follow Up audit planned for Jan/Feb 25.
4492	4208	CBC - Funding Provided by Government 2024/25	Management Checks on Expenditure	Pending Remediation	2024/25	2	In Progress	30/09/2024	-	Oct 2024: Emailed HM for update. No response. Follow up email sent 4/10.
4744	4434	CBC - Appointment of Consultants - 2023/24	There is no oversight or proactive reporting of consultants.	Pending Remediation	2024/25	2	In Progress	31/10/2024	31/03/2025	Nov 2024: The Contracts Register will be updated to comply with the new Procurement Act which is going live on 24/02/25. Therefore, target date extended to 31/03/25.

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4745	4435	CBC - Appointment of Consultants - 2023/24	There is no induction or regular refresher training on Procurement for staff.	Pending Remediation	2024/25	3	In Progress	31/10/2024	31/03/2025	
5092	4762	CBC - Property & Estates H&S Compliance 2024/25	There is no overarching policy or procedures for the Property Team	Pending Remediation	2024/25	2	In Progress	31/01/2025	-	
5094	4763	CBC - Property & Estates H&S Compliance 2024/25	Risk assessments have not been undertaken for relevant properties	Pending Remediation	2024/25	2	In Progress	31/01/2025	-	
5167	4832	CBC - Property & Estates H&S Compliance 2024/25	Manual processes in place are unreliable	Pending Remediation	2024/25	2	In Progress	31/01/2025	-	
5729	5371	CBC - Revenues & Benefits - Council Tax/NDR 2024/25	Management Checks on New Civica Users	Pending Remediation	2024/25	3	In Progress	31/03/2025	-	
2372	2233	CBH - James Donovan Court Service Charges - 2022/23 A	There are no policies or procedures for James Donovan Court	Pending Remediation	2023/24	2	In Progress	31/12/2023	31/03/2025	Sept 24: The new Leasehold & PRS Team Leader advised that the Policy/Procedure document is almost complete, but will need to be approved accordingly. Hoping to have this done by the end of the year.
4167	3907	CBH - Repairs & Maintenance DMC - 2023/24	Reporting of DMC Timescales	Pending Remediation	2023/24	3	In Progress	30/06/2024	28/02/2025	Dec 2024: Action to be addressed in Jan 2025, revised date of 28/2/25 agreed with follow up due w/c 27/1/25.
3175	2968	PUB - ICT Business Continuity/Disaster Recovery 2023/24	ICT and Emergency Planning Formal Engagement and Alignment	Pending Remediation	2023/24	2	In Progress	31/03/2024	31/01/2025	July 2024: The CTO advised that this action has progressed but will not be completed until after the first phase of the Publica transition. The detailed Publica transition plan alludes to the fact that a long-term decision on managing emergency planning is required. Further alignment won't happen until this decision has been made. Timescale extended to January 2025 to check after the phase one transition has
3536	3313	PUB - Use of Waivers - 2023/24	Contract Waiver Report Templates	Pending Remediation	2023/24	3	In Progress	31/12/2024	31/03/2025	Dec 2024: The contract waiver report template will be updated to align with the new Procurement Act which is due to go live on 24th February 2025. Timescale updated.
3537	3314	PUB - Use of Waivers - 2023/24	Use of Waivers Training	Pending Remediation	2023/24	3	In Progress	31/12/2024	31/03/2025	Dec 2024: Training will be updated to align with the new Procurement Act which is due to go live on 24th February 2025. Timescale updated.