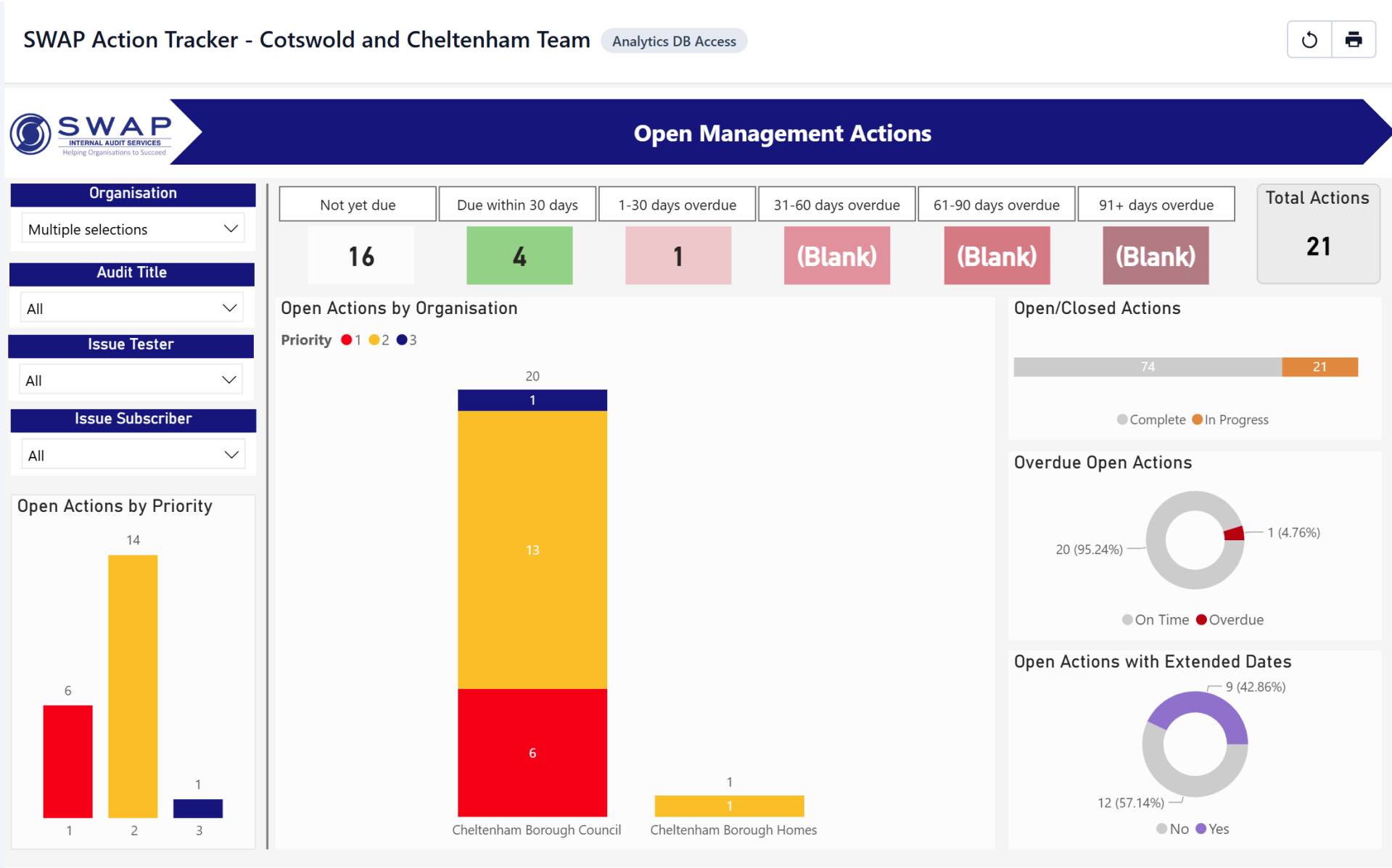


Open Agreed Actions – 8th October 2025



Open Agreed Actions 8th October 2025									
ID (Action Plan)	ID (Issue)	Audit Title	Title (Issue)	Issue Status	Period	Priority Score	Original Timescale	Timescale	Follow-Up Assessment
2372	2233	CBH - James Donovan Court Service Charges - 2022/23 Audit	There are no policies or procedures for James Donovan Court	Pending Remediation	2023/24	2	31/10/2025		Sept 2025: Governance, Risk and Assurance Manager advised that the Director of Governance, Housing and Communities has seen the draft version, but is waiting for the final to approve - delayed due to leave. Deadline
7076	6630	CBC - Payroll 2024/25	Mileage Claims missing trip details	Pending Remediation	2024/25	2	30/09/2025	31/10/2025	Assistant Director - Workforce Strategy & Transformation has picked this up for completion by 31/10/25
7077	6631	CBC - Payroll 2024/25	Receipts are not viewable in Business World	Pending Remediation	2024/25	2	31/12/2025		
5167	4832	CBC - Property & Estates H&S Compliance 2024/25	Manual processes in place are unreliable	Pending Remediation	2024/25	2	31/01/2025	31/10/2025	Oct 2025: Team still using manual spreadsheets until it can be agreed which compliance system they will use. However, everything now amalgamated onto one spreadsheet and have weekly updates to check it is up to date. Awaiting evidence for testing before closing action off. Deadline extended to account for time evidencing this.
5094	4763	CBC - Property & Estates H&S Compliance 2024/25	Risk assessments have not been undertaken for relevant properties	Pending Remediation	2024/25	2	31/01/2025	31/12/2025	Oct 2025: Principal Building Surveyor advised that 'asset inspections' are underway and are risk based – 50% of properties complete. Deadline extended to the end of the year to wait for rest of properties to be
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	31/01/2025	31/12/2025	Oct 2025: We were advised that a wider H&S Policy has been created and awaiting SLT and Council sign off. Extended deadline until the end of the year.
7476	7013	CBC - Recharging Mechanisms - 2024/25	'Additional Works' wording on Section 20 Notices is insufficient.	Pending Remediation	2024/25	1	31/12/2025		
6820	6387	CBC - Recharging Mechanisms - 2024/25	CBC QL – Recharges Data.	Pending Remediation	2024/25	1	31/12/2025		
6813	6380	CBC - Recharging Mechanisms - 2024/25	CBC Recharges Governance and Documentation.	Pending Remediation	2024/25	1	31/12/2025		
6814	6381	CBC - Recharging Mechanisms - 2024/25	CBC Recharges Monitoring.	Pending Remediation	2024/25	2	31/12/2025		
6823	6390	CBC - Recharging Mechanisms - 2024/25	CBC Recharges Reconciliations	Pending Remediation	2024/25	2	31/12/2025		
6822	6389	CBC - Recharging Mechanisms - 2024/25	CBC Recharges Repair Operatives PDAs.	Pending Remediation	2024/25	2	31/12/2025		
6815	6382	CBC - Recharging Mechanisms - 2024/25	CBC Recharging Schedule of Rates.	Pending Remediation	2024/25	3	31/12/2025		
7477	7014	CBC - Recharging Mechanisms - 2024/25	Document Storage is poor.	Pending Remediation	2024/25	2	31/12/2025		
7475	7012	CBC - Recharging Mechanisms - 2024/25	Non-compliance with the Section 20 Notice Process	Pending Remediation	2024/25	1	31/12/2025		
7474	7011	CBC - Recharging Mechanisms - 2024/25	Training for administering the Section 20 Notice Process is lacking.	Pending Remediation	2024/25	1	31/12/2025		
5149	4815	CBH - Voids Review - 2024/25	Budget Monitoring is ineffective	Pending Remediation	2024/25	2	31/12/2024	30/11/2025	Interim Report included
5150	4816	CBH - Voids Review - 2024/25	Lack of Management Oversight	Pending Remediation	2024/25	2	31/12/2024	30/11/2025	Interim Report included
5143	4809	CBH - Voids Review - 2024/25	There is no Voids Management Policy or Procedure.	Pending Remediation	2024/25	1	31/12/2024	30/09/2025	Interim Report included
7183	6734	CBC - Grant Income Follow Up 2024/25	Assessment and Awarding Grants - Segregation of Duties and Due Diligence	Pending Remediation	2025/26	2	30/09/2025	30/11/2025	Oct 2025: A review of recently paid grants demonstrates that segregation of duties principles are clearly applied within the finance system. Awaiting evidence of due diligence checks to close this action. Due diligence checks to be introduced for next round of grants - further follow-up required.
7182	6733	CBC - Grant Income Follow Up 2024/25	Grant Funding Terms and Conditions - Reviews	Pending Remediation	2025/26	2	31/10/2025		Oct 2025: New Funding Agreements in place for historical grants, awaiting further evidence to close agreed action

