

Reference	Summary	Issue	Recommendation	Assignee	Variable	Targ	Fixed Target	Status	Timing	Service Area	Priority Level	Last Update	Creator	Update Title	Update Text
1612	Small Works Contract 21.22 / 3	Formal contract management monitoring arrangements will be established, including review of spend, spot checking procurements and routine liaison meetings with service users and the supplier.	Notes of meetings, spend reports for example.	matthew raby	30/11/22	30/11/22	In Progress	Late		Corporate Resources	Amber	15/07/2024 13:57:25	Claire Stanley	Update from Follow Up ADD UPDATE TO ACTION	Medium term civils contract has been awarded and Framework has been provided by Constellia. Regular spending reports will be submitted to Constellia and this will be used to monitor spending and progress. Spot checks will be completed on a monthly basis. This action will remain open until evidence of the spot checking can be uploaded. Currently awaiting for the contract to be signed and implemented across it's users. Due to other associated work the Pay policy will not be updated until other actions have taken place, this will be at least 18 months away. As of 03/09/2024, The progress remains unchanged on this action. We are currently doing a piece of work looking at pay and terms and then the policy will follow that with a view to be completed around April 2025.
1625	Overtime 21.22 Action 1	The published policy for Expenses and Allowances (including Overtime) will be reviewed and updated to ensure that it is fit for purpose, and accessible to staff and managers. This will support working arrangements prior to a longer term, fundamental review of our policy. Review and re-write the policy, where necessary, in collaboration with all users and so that the policy is relevant, correct and reflects the enforcement appetite. Policy needs to contain the new HDC objectives and ensure that it covers everything that the officers and portfolio holders need it to cover. The policy is due for review by February 2023	Copy of revised policy	Nicki Bane	31/10/23	31/03/25	Not Started	Late		Corporate Resources	Amber	02/10/2023 09:16:46	Nicki Bane	Policy will not be updated until March 2025 as per time scales	The rewrite of the enforcement policy has been included as an action within the 2024/25 Community service plan with a target date of completion by July 2024.
1652 / 4	Corporate Enforcement Policy 21.22		Upload a copy of the updated policy.	Claudia Deeth	30/12/23	30/12/23	In Progress	Late		Chief Operating Officer	Amber	12/03/2024 10:17:52	Claudia Deeth		No further update
1658	Shadow IT / Service-Procured Systems 21.22 / 1	The Council's Procurement Lead should review and, where necessary, update the Council's Code of Procurement so that it establishes a requirement for the procurement of any service to include the involvement of all relevant stakeholders, including the procurement of any IT system requiring the involvement of the ICT Service. This should be approved, in consultation with various key stakeholders across the Council, communicated to members of staff and reviewed on a routine basis or following any significant changes to the Council's operations.	1.The Council's reviewed Code of Procurement and evidence of approval 2.Evidence that this has been communicated to members of staff	Sarah Youthed	31/03/23	31/03/23	In Progress	Late		3C ICT	Amber	11/03/2024 14:38:01	Sarah Youthed	Update on 30/08/2024	This was sent to the previous S151 for approval. However, the new Procurement Act will be live 28 Oct 24, so it makes sense for this to be reviewed at this point and not to have updates taking place twice.

																					<p>1. This remains a valid action</p> <p>2. Steps taken are:</p> <p>a. Successful bid made to Ideas Process</p> <p>b. Secured dedicated resource to conduct investigations to confirm whether this remains a risk</p> <p>c. Extensive fieldwork done with services, application support, IG and the supplier of the software. We have also conducted external benchmarking to see if this risk exists with other Councils and confirmed it does.</p> <p>d. Confirmed that we need to improve our use of the retention modules. We have looked at a number of options (tolerate/manual deletion/automation via AI/use of existing deletion modules)</p> <p>e. Further allocation of time and budget to get the supplier in to conduct an assessment of the ability of the software to schedule deletions</p> <p>f. Supplier resources are being identified, they have escalated within their company - and we expect them on site in June</p> <p>g. From that I intend to be in a position to report back to the IG Board and SLT. It may be that an MTF5 bid is needed, this will be confirmed once we are clearer on the ability of the software to meet our requirements.</p>
1668	Data Protection/Information Mgt REPLACEMENT ACTION	Review the data holdings, indexing, and deletion routines within Anite/Information@Work system. Implement these arrangements, and submit a budget bid or plan outlining the steps to enable us to delete unnecessary historic records.	John Taylor - Chief Operating Officer	30/04/24	30/04/24	In Progress	Late	Chief Operating Officer	Amber	31/05/2024 14:57:59	John Taylor - Chief Operating Officer	May-24 Update									
		To commence a review of S106 priorities, processes, roles, responsibilities, governance, reporting and resourcing to ensure HDC are maximising the use of S106. The outcomes of the review and subsequent actions will be agreed by CLT. Recognising the intrinsic link with decision making this will need to be part of the programme of wider improvements to the delivery of the development management service.																			
1669	Section 106 Agreements 21.22 Action 1	Implementation will be overseen by the Chief Planning Officer who will be supported in delivery by the Implementation Team Leader and other officers as appropriate.	Claire Burton	31/10/23	31/10/23	In Progress	Late	Corporate Director - Place	Amber	03/09/2024 17:20:39	Claire Burton	September 24 progress update									Previous update still valid. Action part 1 completed by 31 October 2023 deadline. But progress now halted due to vacant programme manager post. Tasks are being completed where possible within existing resource capabilities. Currently exploring external support to undertake a healthcheck of the S106 process
		The Council's Social Value Policy and Framework document will be reviewed and updated to ensure it reflects existing corporate aims and values, and also is aligned with the decisions made as a result of the Business Case document. The policy will clarify coverage of Social Value in procurement, including minimum points available for in tender assessment, and contracting documentation. Any related documentation and templates will be updated as a result of the revised policy.																			
1672	Social Value in Procurement 22.23 Action 2		Karen Sutton	30/09/23	30/09/23	In Progress	Late	Corporate Resources	Amber	27/06/2024 16:10:47	Karen Sutton	June 2024 update									Approval to recruit granted, role description granted, recruitment to commence ASAP
		An action plan will be devised to support the introduction of contract management processes which are proportionate to the nature and value of procurement exercises undertaken, and which address social value obligations where relevant.																			
1673	Social Value in Procurement 22.23 Action 3		Karen Sutton	30/09/23	30/09/23	Not Started	Late	Corporate Resources	Amber	27/06/2024 16:12:03	Karen Sutton	June 2024 update									Approval to recruit granted, role description granted, recruitment to commence ASAP

1675	Social Value in Procurement 22.23 Action 5	A series of Lunch and Learn sessions, covering key aspects of social value, contracting and procurement will be developed and delivered. Training will be supported by signposting to key documents / sources of information.	Copy of presentation slides Attendee lists	Sarah Youthed	30/04/23	30/04/23	In Progress	Late	Corporate Resources	Amber	11/03/2024 14:42:17	Sarah Youthed	Update on 30/08/2024	Contracts Management course has taken place and regular ad-hoc procurement meetings with staff members. We are looking at recruitment for 2 (maybe 3) new procurement roles and SV training will be included within one of these roles.
1678	Fuel Usage and Payments 22.23 Action 2	Once the decision on fuel has been made, the fuel contract will be re-let and listed in the contracts register to allow for corporate oversight by the Procurement Lead. The need for the spare 50,000 litre tank will be reviewed in terms of cost and value, and the decision to continue or otherwise made at SLT. It will be made clear to SLT that only limited controls can be applied to this part of the fuel supply.	Review on contracts register	Colin Moss	30/09/23	30/09/23	In Progress	Late	Operations	Amber	21/05/2024 13:53:54	Colin Moss	Update as at 29/08/2024	Both of these (actions) rest on the publication of a report and subsequent approval to move (or not) to HVO (Hydrotreated Vegetable Oil). We have completed the trial, and have analysed the data, what we need now is to put this into a report for cabinet to review to approve or reject the proposal. The result of this will mean we can move forward with both audit actions. Expected completion date by October 2024.
1680	Fuel Usage and Payments 22.23 Action 4	Once the decision on fuel has been made, the fuel contract will be re-let and listed in the contracts register to allow for corporate oversight by the Procurement Lead. The need for the spare 50,000 litre tank will be reviewed in terms of cost and value, and the decision to continue or otherwise made at SLT. It will be made clear to SLT that only limited controls can be applied to this part of the fuel supply.	SLT minutes	Colin Moss	30/09/23	30/09/23	In Progress	Late	Operations	Amber	21/05/2024 13:55:15	Colin Moss	Update as at 29/08/2024	Same as above
1690	Debtors Continuous Auditing 22.23 / 1	Review and update the Debt Management Policy. Obtain appropriate approval of the revised policy.		Sandra Dean	30/06/23	30/06/23	In Progress	Late	Corporate Resources	Amber	05/03/2024 17:47:57	Karen Sutton	Update as at 03/09/2024	There has been some delay with the debt policy. Director of Finance and Corporate Resources was going to review it and we had a meeting to discuss the content and possible updates required. Unfortunately, Director of Finance and Corporate Resources did not have time to do so before she left, however, she had mentioned that there isn't much that needs updating and the Exchequer Officer (Accounts Receivable and Payable) shall have a look and update as necessary over the next few days.
1707	PCI-DSS / 1	THIS ACTION REPLACES THE ORIGINAL ACTIONS 1-3 OF THE PCI-DSS 18.19 ALL OF WHICH WERE OUTSTANDING AT CLOSURE IN JUNE 2023.  Launch a PCI-DSS compliance programme to achieve compliance for all channels across the organisation including business change were required.  A long implementation date (Sep 24) has been given until phases of the programme have been determined, at which point it is hoped each phase will have a date attached. Regular progress updates will be provided in 4Action and to Corporate Governance Committee. This could be via periodic Risk Management workshops / presentations, via mandatory annual online training module or face to face meetings with Risk and Controls Officer. Note: Service Director (Finance and Resources) has stated this will likely be via mandatory, annual online training module).		Karen Sutton	30/09/24	30/09/24	Not Started	On-Track	Corporate Resources	Amber				No further update provided. Due date is 30/09/2024
1709	Risk Management 22.23 / 1b		Training rolled out to staff	Karen Sutton	31/03/24	31/03/24	In Progress	Late	Corporate Resources	Red	27/06/2024 16:13:14	Karen Sutton	June 2024 update	Approval to recruit granted, role description grafted, recruitment to commence ASAP. No further update provided. Director of Finance and Corporate services has left in July 2024 and their replacement will join in October 2024.

1710	Risk Management 22.23 / 1c	Completion of training required by strategy subject to oversight / monitoring responsible for the reporting and formalise what reporting will take place. Note: reporting of the following information would enable robust oversight of the implementation of the risk management strategy: - % service / support functions with risks populated - % risks reviewed in quarter - % control assessments completed every 6 months - RM maturity assessment (judgemental) - % training complete (based on action 1) - Risk register data gaps - Completion of Risk Treatment Option Forms where required Reporting of the following would enable understanding of the Council's risk portfolio: - High risks – inherent and residual - Key actions / controls re high risks - Overdue actions - Risk appetite breaches	Review of training completion data and evidence of its oversight / reporting.	Karen Sutton	30/04/24	30/04/24	Not Started	Late	Corporate Resources	Red	21/05/2024 12:17:03	Karen Sutton	May 2024 update	Completion of this action is linked to the completion of action 1609 and therefore cannot commence at this stage. No further update provided. Director of Finance and Corporate services has left in July 2024 and their replacement will join in October 2024.
1712	Risk Management 22.23 / 2b	- High risks – inherent and residual - Key actions / controls re high risks - Overdue actions - Risk appetite breaches	Review of standardised risk reports and evidence of their review by receiving forum (meeting minutes).	Karen Sutton	31/03/24	31/03/24	Not Started	Late	Corporate Resources	Red	27/06/2024 16:15:27	Karen Sutton	June 2024 update	Approval to recruit granted, role description grafted, recruitment to commence ASAP. No further update provided. Director of Finance and Corporate services has left in July 2024 and their replacement will join in October 2024.
1738	Tree Management 23.24 - 7	Enhance Business Continuity Plan processes for Arboriculture Service. Confirm whether the responsibility for defensibility work, specifically for challenging and scrutinizing the accuracy of claim reports from third parties, lies with HDC or Insurer.	Updated Business Continuity Plan	George Allen	30/06/25	30/06/25	Not Started	On-Track	Corporate Director - People	Amber				On track. Due for completion on 30/06/2025
1739	Tree Management 23.24 - 8	Confirm whether the responsibility for defensibility work, specifically for challenging and scrutinizing the accuracy of claim reports from third parties, lies with HDC or Insurer.	Correspondence between Arboricultural Service and Insurer	Chris Jones	31/08/24	31/08/24	Not Started	Late	Corporate Resources	Amber				Update not received.