

APPENDIX B – AUDIT ACTIONS COMPLETED SINCE THE LAST COMMITTEE

| Code & Title | Latest Note | Original Due Date | Completed Date |
|---|--|-------------------|----------------|
| 22 EM 03 Property information should be accurate and reliable | Tech Forge went live on the 11th July so this is now complete. The system will be continually updated and the team continue to data cleanse. | 31-Dec-23 | 28-Oct-24 |
| 22 EM 12 Compile a global list of all condition survey requirements | The global list for condition surveys is complete. The team are working through the condition surveys themselves with High and Low surveys being completed and those of medium priority being worked through - this work will be ongoing | 31-Dec-2023 | 30-Sep-2024 |
| 23 CC 04 Identify the total expenditure on climate change | <p>Identifying the total expenditure on climate change is not straightforward. Any additional expenditure has to be planned and agreed through normal budgetary processes. We cannot simply make an exception for climate related work.</p> <p>When costs are known, if there is a budget pressure, we will be required to take a report to committee with a recommendation and a solution for finding the funds. Usually, increase capital spend can be agreed if a revenue saving can be demonstrated.</p> <p>We can collate figures each year for spend against climate related projects like this and report to Members. Any estimate of our annual spend between now and 2030 to achieve net zero will be so inaccurate that it will not add value. We can summarise spend to date as part of our annual review of our Carbon, Environment & Biodiversity Plan.</p> | 30-Sep-2024 | 23-Oct-2024 |

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| 23 CC 05 Look for best practice to be included in future updates of the Carbon, Environment and Biodiversity Plan | Sustainability & Climate Officer regularly looks for good practice in climate planning. | 30-Sep-2024 | 23-Oct-2024 |
| 23 D 01 Review required for Debtor Number: 360508 together with Charging Order in place | Review completed by the Finance Team | 31-Jan-2024 | 16-Oct-2024 |
| 23 D 03 Investigate whether the two debtor numbers relate to the same person | Review completed by the Finance Team | 31-Jan-2024 | 16-Oct-2024 |
| 23 H&TA 02 Review the Housing policies webpage on the North Devon Council website | All Policies that are no longer relevant have been removed from the Website and a wider review of the policies will be taken in line with the developing Housing Strategy. | 31-Mar-2024 | 23-Oct-2024 |
| 23 P 04 Review arrangements where no legal contracts or MOUs are in place and consider the need for formal agreements | Legal Services have carried out a review of the contracts or MOUs in relation to our Partnership Register. There is only one arrangement for the Devon Authorities' Strategic Waste Partnership where we are currently missing the documentation. The Head of Environmental Enhancement will be reviewing these arrangements. | 30-Sep-2024 | 30-Oct-2024 |

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| 23 PAY 01 Completion of roll out of iTrent modules to occur as soon as practical. | Travel & Expenses have been rolled out to officers. Other modules to follow as business as usual | 31-Dec-2024 | 14-Oct-2024 |
| 23 PAY 03 The Financial Services Business Resumption Plan should be periodically reviewed. | A meeting has been held between the Head of Governance, Payroll Officer and Emergency Planning Officer to review the Service Resumption Plan for finance, which includes payroll. The EP officer is currently updating the new Service Resumption Plan with the outcomes from the meeting. | 30-Sep-2024 | 30-Oct-2024 |
| 23 SC 01 Re-issue the Litter Code of Conduct specifically focussing on cleaning levels we require. | Originally done in April 24, but as new Supervisor in situ, re-issued. | 31-May-2024 | 23-Oct-2024 |
| 23 SC 03 Adopt the Mid Devon system. | Mid Devon System adopted. Rota in place for Supervisors to monitor sweeping performance. | 31-May-2024 | 23-Oct-2024 |
| 23 SC 04 Investigate electric options when appropriate as a matter of routine. | Electric options are looked at now as an option for all vehicle replacements. | 30-Sep-2024 | 23-Oct-2024 |
| 23 SC 06 Explore opportunities to improve service and earn additional revenue. | Sweeping service has been added to the Trade Waste pricing structure. Some customers have utilised this service regularly. | 30-Jun-2024 | 23-Oct-2024 |
| 24 CL 03 The lottery should be adequately and appropriately advertised. | SMT approved the lottery communication plan | 30-Sep-2024 | 14-Oct-2024 |

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| 24 PMO 01 Improve report templates to show project progress. | All new projects now have to have a PID (even if light touch) before they can commence recent examples are the Air Quality Management Strategy and Car Park Strategy. We can introduce dates to reporting linked to contractual targets. We are implementing the budget reporting into the performance and activity reports. | 31-Oct-2024 | 22-Oct-2024 |
| 24 PMO 02 Consider how to ensure risk management is undertaken for all projects. | This recommendation was discussed at a October 2024 Senior Management Team, where it was made clear that Heads of Service are responsible for identifying risks at project level and escalation to the Programme Board. | 31-Oct-2024 | 22-Oct-2024 |
| 24 S 01 The Safeguarding policy and Section 11 statement are not currently visible to the public on our website. | The Safeguarding Policy is now visible on the website. There is no requirement to make the Section 11 statement visible to the public and it may raise concerns as it is not current. This is because there has been no recent requests made for a submission. | 30-Jul-2024 | 07-Oct-2024 |
| 24 S 03 Ensure members have regular up to date safeguarding training | Members have full safeguarding training at induction. Safeguarding refresher training will be provided every two years to keep them up to date with their responsibilities. | 31-Oct-2024 | 31-Oct-2024 |
| 24 S 04 Provide more NDC officers with DBS checks where appropriate | Following a discussion at SMT we are not at this time planning to change those who we currently DBS checks but that we may review again in the future. | 30-Sep-2024 | 31-Oct-2024 |