

Agreed Actions – January 2025

SWAP Action Tracker - Cotswold and Cheltenham Team

Analytics DB Access



Open Management Actions

Organisation

- Cotswold District Council ^
- Cheltenham Borough Council
- Cheltenham Borough Homes
- Cotswold District Council
- Forest of Dean District Cou...
- Publica
- West Oxfordshire District C...

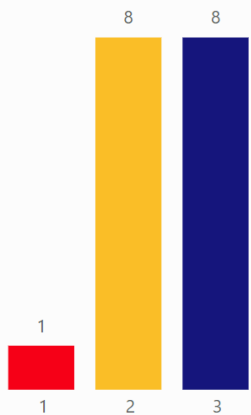
Not yet due	Due within 30 days	1-30 days overdue	31-60 days overdue	61-90 days overdue	91+ days overdue	Total Actions
12	3	2	(Blank)	(Blank)	(Blank)	17

Open Actions by Organisation

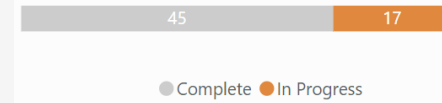
Priority ● 1 ● 2 ● 3



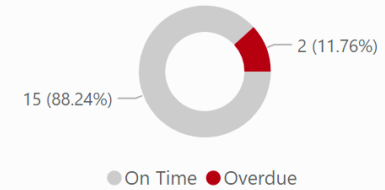
Open Actions by Priority



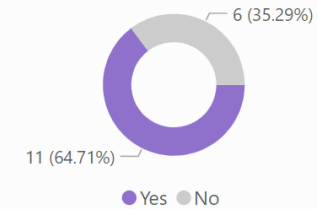
Open/Closed Actions



Overdue Open Actions



Open Actions with Extended Dates



Open Agreed Actions - January 2025

AP ID	ID	Audit Title	Issue Title	Issue Status	Period	Priority Score	AP Status	Original Timescale	Timescale	Follow-Up Assessment
3512	3291	CDC - Bank Reconciliation - 2023/24	Review of Suspense Accounts	Pending Remediation	2023/24	3	In Progress	31/03/2024	31/12/2024	Oct 2024: Timescale extended due to change in responsible officer Review or w/o has not been confirmed for CDC, but is hoping to have this in time for 2023/24 y/e accounts.
2984	2786	CDC - Property Services - Compliance and Health & Safety - March 2023	Central Property Database Accuracy	Pending Remediation	2023/24	3	In Progress	30/09/2024	31/05/2025	Dec 2024: The BM - Assets & Council Priorities advised that this action is in progress. An officer has been assigned to update the property management system with information for all properties. Timescale updated to reflect anticipated task completion and follow-up audit.
2987	2789	CDC - Property Services - Compliance and Health & Safety - March 2023	Risk Assessment (RA) for All Council Owned Properties	Pending Remediation	2023/24	2	In Progress	30/06/2024	31/05/2025	Dec 2024: The BM - Assets & Council Priorities advised that this action is in progress. An officer has been assigned to update the property management system with information for all properties. Timescale updated to reflect anticipated task completion and follow-up audit.
3545	3322	CDC - Revenues and Benefits - Council Tax and NDR - July 2023	Council Tax and NDR: Procedure Notes Require Review to Ensure Consistency	Pending Remediation	2023/24	3	In Progress	31/03/2024	31/12/2024	Oct 2024: The Business Manager - Environmental, Welfare & Revenue Service confirmed this is still ongoing due to work levels and resourcing. However, this will be progressed now that a Senior Revs Officer is in post.
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 settled.
3854	3611	PUB - Risk Management 2023/24	Risk Maturity Self-Assessment has not been conducted.	Pending Remediation	2023/24	3	In Progress	31/03/2025	-	
3855	3612	PUB - Risk Management 2023/24	Improvements are required to Member scrutiny and reporting.	Pending Remediation	2023/24	2	In Progress	31/05/2024	31/03/2025	Oct 2024: Extended due to transition pressures.
3856	3613	PUB - Risk Management 2023/24	Risk Management Training is inadequate.	Pending Remediation	2023/24	2	In Progress	31/05/2024	31/03/2025	Oct 2024: Extended due to transition pressures on service.
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.
4447	4167	CDC - 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	
4448	4168	CDC - 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.
5348	5005	CDC - Community Infrastructure Levy 2023/24	Roles and responsibilities are not formally defined in guidance.	Pending Remediation	2024/25	2	In Progress	31/01/2025	-	
5349	5006	CDC - Community Infrastructure Levy 2023/24	CIL Payment Requests.	Pending Remediation	2024/25	3	In Progress	31/01/2025	-	
5749	5389	CDC - Data Breaches - 2023/24	CDC Data Protection Suggestions	Pending Remediation	2024/25	2	In Progress	30/06/2025	-	
5346	5003	CDC - Members Allowances and Expenses 2024/25	Budget Monitoring.	Pending Remediation	2024/25	1	In Progress	28/02/2025	-	
5347	5004	CDC - Members Allowances and Expenses 2024/25	Evidence of Expense Claims	Pending Remediation	2024/25	2	In Progress	28/02/2025	-	