

OPEN AGREED ACTIONS AS AT 27TH JUNE 2025

ID (Action Plan)	ID (Issue)	Audit Title	Title (Issue)	Issue Status	Period	Priority Score	Original Timescale	Timescale	Follow-Up Assessment
3512	3291	CDC - Bank Reconciliation - 2023/24	Review of Suspense Accounts	Pending Remediation	2023/24	3	31/03/2024	31/05/2025	June 2025: Due to be followed-up
2984	2786	CDC - Property Services - Compliance and Health & Safety - March 2023	Central Property Database Accuracy	Pending Remediation	2023/24	3	30/09/2024	31/07/2025	May 2025: Testing demonstrated that there are still gaps in compliance information on Uniform. Timescale extended to post phase 2 of the Publica transition when property teams will be established and in a better position to complete the action.
2987	2789	CDC - Property Services - Compliance and Health & Safety - March 2023	Risk Assessment (RA) for All Council Owned Properties	Pending Remediation	2023/24	2	30/06/2024	31/07/2025	May 2025: Assessment of asset list and the compliance document provided demonstrated that there is a process for identifying compliance requirements at Council owned properties but this information is incomplete and expected information on Fire Risk Assessments (FRAs) was not available for all properties. Timescale extended to post phase 2 of the Publica transition when property teams will be established and in a better position to complete the action.
3175	2968	PUB - ICT Business Continuity/Disaster Recovery 2023/24	ICT and Emergency Planning Formal Engagement and Alignment	Pending Remediation	2023/24	2	31/03/2024	31/07/2025	April 2025: Timescale extended at the request of the CTO until after the phase 2 transition as council structures and emergency arrangements have not been finalised.
3536	3313	PUB - Use of Waivers - 2023/24	Contract Waiver Report Templates	Pending Remediation	2023/24	3	31/12/2024	31/08/2025	May 2025: The waiver template has been reviewed and updated to include contact with Procurement. Waiting for implementation at the Council, therefore extend date for another 3 months
5348	5005	CDC - Community Infrastructure Levy 2023/24	Roles and responsibilities are not formally defined in guidance.	Pending Remediation	2024/25	2	31/01/2025		June 2025 - New Planning Officers are in post - this will be followed up shortly
5349	5006	CDC - Community Infrastructure Levy 2023/24	CIL Payment Requests.	Pending Remediation	2024/25	3	31/01/2025		June 2025 - New Planning Officers are in post - this will be followed up shortly
5932	5566	CDC - CT/NNDR 2024/25	CDC Revenues and Benefits Suspense Account Monitoring.	Pending Remediation	2024/25	3	31/03/2025	31/07/2025	May 2025: Business Manager - Environmental, Welfare & Revenue Service requested deadline be extended to 31/7/25.
5933	5567	CDC - CT/NNDR 2024/25	CDC Historical Revenues and Benefits Suspense Account Entries.	Pending Remediation	2024/25	2	31/03/2025	31/07/2025	May 2025: Business Manager - Environmental, Welfare & Revenue Service requested deadline be extended to 31/7/25.
5749	5389	CDC - Data Breaches - 2023/24	CDC Data Protection Suggestions	Pending Remediation	2024/25	2	30/06/2025		May 2025: The BM for Business Continuity and Risk advised "Delayed as we had not appointed to the role. New Data Protection Breach process currently in draft with Councils for approval. This will close out part of the internal audit actions, but once approved, will enable us to close out the remaining actions such as training and awareness"
5346	5003	CDC - Members Allowances and Expenses 2024/25	Budget Monitoring.	Pending Remediation	2024/25	1	28/02/2025	31/05/2025	June 2025: Follow-Up in progress
5347	5004	CDC - Members Allowances and Expenses 2024/25	Evidence of Expense Claims	Pending Remediation	2024/25	2	28/02/2025	31/05/2025	June 2025: Follow-Up in progress
5895	5530	CDC - Procurement Cards Follow Up	CDC Procurement Card Register and unused cards.	Pending Remediation	2024/25	2	30/06/2025		
5897	5532	CDC - Procurement Cards Follow Up	CDC - Procurement Card Spend Transparency reports	Pending Remediation	2024/25	3	30/06/2025		
5947	5581	CDC - Procurement Cards Follow Up	CDC - Procurement Cards Policy & Procedures responsibilities.	Pending Remediation	2024/25	2	30/06/2025		

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6956	6519	CDC - S106s 2023/24	Roles, responsibilities, and processes not clearly understood by all officers and external stakeholders.	Pending Remediation	2024/25	2	30/09/2025		
6957	6520	CDC - S106s 2023/24	A review of engagement with the S106 consultation process is required.	Pending Remediation	2024/25	2	30/09/2025		
6958	6521	CDC - S106s 2023/24	Monitoring processes for non-financial clauses are insufficient.	Pending Remediation	2024/25	2	30/09/2025		
6959	6522	CDC - S106s 2023/24	Improvements to S106 contribution management required.	Pending Remediation	2024/25	3	30/09/2025		
5451	5102	CDC - Taxi Licensing Safeguarding Follow Up	CDC Hackney Carriage & Private Hire Licensing Policy	Pending Remediation	2024/25	3	30/06/2025	30/09/2025	May 2025: Business Manager - Environmental, Welfare & Revenue Service requested deadline be extended to end of Q2 2025/26.
5800	5438	CDC - Taxi Licensing Safeguarding Follow Up	CDC Taxi Licensing Income Reconciliation.	Pending Remediation	2024/25	2	30/06/2025	30/06/2025	June 2025: Have received evidence but need further clarification of the reconciliation process. Will arrange meeting with officer
4282	4012	PUB - Human Resources 2023/24	There is no consistent sickness absence management process across Publica	Pending Remediation	2024/25	1	28/02/2025	31/07/2025	June 2025: Roll out of new service expected 1st July 2025, timescale extended following update from Director.
4378	4105	PUB - Human Resources 2023/24	Manager's guidance documentation has not been reviewed since 2019	Pending Remediation	2024/25	3	28/02/2025	31/07/2025	June 2025: Roll out of new service expected 1st July 2025, timescale extended following update from Director.
4550	4262	PUB - Human Resources 2023/24	No clear corporate ownership of absence monitoring a	Pending Remediation	2024/25	1	31/12/2024	31/07/2025	June 2025: Roll out of new service expected 1st July 2025, timescale extended following update from Director.