

### Agreed Actions – May 2025

CDC - Specialist

PUB - Risk Manag

CBH - Housing Su

PUB - Human Res

SWAP

SWAP Action Tracker - Cotswold and Cheltenham Team

Analytics DB Access

**SWAP**  
INTERNAL AUDIT SERVICES  
Helping Organisations to Succeed

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...

Open Actions by Priority

Priority	Count
1	3
2	7
3	7

Not yet due	Due within 30 days	1-30 days overdue	31-60 days overdue	61-90 days overdue	91+ days overdue	Total Actions
10	5	(Blank)	(Blank)	(Blank)	2	17

Open Actions by Organisation

Priority ● 1 ● 2 ● 3

Cotswold District Council

Open/Closed Actions

● Complete ● In Progress

Overdue Open Actions

● On Time ● Overdue

Open Actions with Extended Dates

● Yes ● No

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Management Actions

Open Action Plan Details

Closed Action Plan Details

Self Assessed Complete Action Plan Details

CDC Open Agreed Actions May 2025										
ID (Act)	ID (Issue)	Audit Title	Title (Issue)	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	31/05/2025	February 2025: Timescale extended to end of F/Y to be actioned in final accounts
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	May 2025: System has been updated. IA to conduct follow-up June 2025
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	May 2025: System has been updated. IA to conduct follow-up June 2025
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	31/07/2025	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	In Progress	31/12/2024	31/08/2025	May 2025: The updated waiver template remains outstanding, therefore, extended the 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	In Progress	31/01/2025	31/01/2025	May 2025: Awaiting update from CDC Planning Officers on progress.
5349	5006	CDC - Community Infrastructure Levy 2023/24	CIL Payment Requests.	Pending Remediation	2024/25	3	In Progress	31/01/2025	31/01/2025	May 2025: Awaiting update from CDC Planning Officers on progress.
5933	5567	CDC - CT/NNDR 2024/25	CDC Historical Revenues and Benefits Suspense Account Entries.	Pending Remediation	2024/25	2	In Progress	31/03/2025	31/07/2025	May 2025: Business Manager - Environmental, Welfare & Revenue Service requested deadline be extended to 31/7/25. Deadline extended.
5932	5566	CDC - CT/NNDR 2024/25	CDC Revenues and Benefits Suspense Account Monitoring.	Pending Remediation	2024/25	3	In Progress	31/03/2025	31/07/2025	May 2025: Business Manager - Environmental, Welfare & Revenue Service requested deadline be extended to 31/7/25. Deadline extended.
5749	5389	CDC - Data Breaches - 2023/24	CDC Data Protection Suggestions	Pending Remediation	2024/25	2	In Progress	30/06/2025	30/06/2025	
5346	5003	CDC - Members Allowances and Expenses 2024/25	Budget Monitoring.	Pending Remediation	2024/25	1	In Progress	28/02/2025	31/05/2025	March 2025: The Head of Democratic and Electoral Services advised that they are awaiting finance guidance and support on the reconciliation process.
5347	5004	CDC - Members Allowances and Expenses 2024/25	Evidence of Expense Claims	Pending Remediation	2024/25	2	In Progress	28/02/2025	31/05/2025	March 2025: The Head of Democratic and Electoral Services has provided a process which comes into effect from the 1st April 2025. Therefore, the timescale has been extended to allow us to sample check expense payments against the new process.
5800	5438	CDC - Taxi Licensing Safeguarding Follow Up	CDC Taxi Licensing Income Reconciliation.	Pending Remediation	2024/25	2	In Progress	30/06/2025	30/06/2025	
5451	5102	CDC - Taxi Licensing Safeguarding Follow Up	CDC Hackney Carriage & Private Hire Licensing Policy	Pending Remediation	2024/25	3	In Progress	30/06/2025	30/06/2025	
4550	4262	PUB - Human Resources 2023/24	No clear corporate ownership of absence monitoring and reporting – Inconsistent BW Data	Pending Remediation	2024/25	1	In Progress	31/12/2024	31/07/2025	May 2025 - roll out of new service expected 1st July 2025, timescale extended following update from Director.
4282	4012	PUB - Human Resources 2023/24	There is no consistent sickness absence management process across Publica	Pending Remediation	2024/25	1	In Progress	28/02/2025	31/07/2025	May 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	In Progress	28/02/2025	31/07/2025	May 2025 - roll out of new service expected 1st July 2025, timescale extended following update from Director.