

**Monitoring Report of Actions Arising from Audit Reports
(incorporating any actions outstanding at 31 March 2021 from earlier reports)**

URN	AUDITING BODY AND SOURCE	AUDIT AREA AND RESPONSIBLE MANAGER	PRIORITY	AGREED ACTION	PROGRESS REPORT TO DATE	TIMING FOR COMPLETION	STATUS ('Not started', 'In progress' or 'Completed')
KFC 1 (20/21)	RSM Jan 21: Final Report (20/21)	Key Financial Controls Head of Governance & Asset Management	Medium	The Procurement Manager will reiterate the importance of compliance with the quotation process documented within the Procurement Policy and Contract Procedure.	Procurement Policy document already sets out in no uncertain terms the importance that all Authority personnel acts in accordance with the Procurement Policy. The Procurement Policy has been further revised with additional text stressing the above. For clarification, the 2021 Draft Revised Procurement Policy is ready for internal review by the HGAM and as such has not yet been published for consultation, however as highlighted below (yellow) the revised Procurement Policy will be adopted in the new calendar year (meaning 2021)	Original Feb 21	Completed – confirmed by follow-up audit
KFC 2 (20/21)	RSM Jan 21: Final Report (20/21)	Key Financial Controls Head of Finance	Low	The Service will ensure that cashflow reviews and approvals are completed on a twice-weekly basis in line with the control. We will also review the accuracy of cash flow forecasting against the actual cash position on a regular basis with a view to improving accuracy.	From February the cashflow reviews and approvals are completed on a twice-weekly basis in line with the control. We will also review the accuracy of cash flow forecasting against the actual cash position on a regular basis with a view to improving accuracy	Original Feb 21	Completed – no follow up audit required
HRW 1 (20/21)	RSM Mar 21: Final Report	Human Resources – Wellbeing	Medium	The Service will ensure that the Wellbeing Policy is reviewed, revised as	Revised Wellbeing Policy has not been agreed, current version believed to be too long and	Original Aug 21	In progress

APPENDIX A

	(20/21)	Head of Human Resources		<p>appropriate and communicated to staff, following completion of the audit and HMICFRS's inspection. Areas for revision include, but are not limited to:</p> <ul style="list-style-type: none"> • Policy statement signed by the Chief Fire Officer in 2021; • Additional wellbeing support, including Traumatic Risk Management (TRiM); • Current wellbeing governance structure, including the Mental Health and Wellbeing Steering Group; and • Version control of the Policy; including review frequency. 	remains under review with MH & Wellbeing Steering Forum. Other format/options shared for consideration and Steering Forum to provide feedback. Also need to wait for the HMICFRS report which is not due to be published until December 2021 with time to implement the recommendations.	Extension requested: Mar 22	
HRW 2 (20/21)	RSM Mar 21: Final Report (20/21)	Human Resources – Wellbeing Head of Human Resources	Medium	<p>The Service will complete the Oscar Kilo Blue Light Framework Self-Assessment to inform the revision of the existing MIND Blue Light Wellbeing Pledge Action Plan, including additional actions and updated timescales to address backlog of action implementation.</p> <p>Following this, the Service will monitor progress of the Action Plan through the Mental Health Wellbeing Steering Group on a bi-monthly basis.</p>	<p>Progress has been slow because of a significant backlog in OH due to the restrictions that have been in place, and some of those relating to health surveillance have only been lifted in September.</p> <p>The Oscar Kilo portal for self-assessment/ benchmarking has been reviewed, but will require significant resource to update the documentation, to provide the evidence and attain the accreditation.</p>	<p>Original Aug 2021</p> <p>Extension Requested: TBC</p>	In progress

APPENDIX A

					<p>The MH Lead and recently appointed ACFO will meet outside of MH Steering Forum to discuss further.</p> <p>The ACFO has only taken the lead role at the end of July. Due to annual leave commitments & catching up on backlog of medical work this has resulted in the delay. A meeting will take place between AK/RH & IH in September for the ACFO to understand the scope of the work required to complete the self-assessment and to assess resource need to complete this action.</p>		
HRW 3 (20/21)	RSM Mar 21: Final Report (20/21)	Human Resources – Wellbeing Head of Human Resources	Low	The Service will ensure that the Annual TRiM Operating Licence is attained for 2021.	This is due for renewal November 2021.	Original Nov 2021	In progress
HRW 4 (20/21)	RSM Mar 21: Final Report (20/21)	Human Resources – Wellbeing Head of Human Resources	Medium	The Service will devise a means by which the TRiM Contact Activity Log can be reconciled with the sources of contact, such as tip sheets, so to take assurance that all potentially affected staff and officers are engaged by the TRiM Team	The Service has a monitoring system to manage the process. On receipt of the Tip Sheet, this is added to the TRiM Activity log and is reconciled with, TRiM Referral log.	Original Aug 2021	Completed – to be confirmed by follow up audit.

APPENDIX A

<p>HRW 5 (20/21)</p>	<p>RSM Mar 21: Final Report (20/21)</p>	<p>Human Resources – Wellbeing Head of Human Resources</p>	<p>Medium</p>	<p>The Service will ensure that Terms of Reference for the Mental Health and Wellbeing Steering Group is developed and approved by the appropriate forum, to include contents such as, but not limited to:</p> <ul style="list-style-type: none"> • Roles and responsibilities • Quorum • Meeting frequency • Membership; and • Reporting requirements to senior forums, if applicable 	<p>Terms of Reference developed.</p>	<p>Original Mar 2021</p>	<p>Completed – to be confirmed by follow up audit.</p>
<p>Gov 1 (20/21)</p>	<p>RSM April 21: Final Report (20/21)</p>	<p>Governance Head of Governance and Asset Management</p>	<p>Low</p>	<p>The Service will complete their draft governance structure mapping the FRA governance (FRA and, Executive and Audit and Standards Committees) to the CMT and its subgroups. This will be approved by the Assistant Chief Officer and shared through the Service.</p>	<p>Draft governance structure completed that maps across to FRA governance.</p>	<p>Original Mar 2021</p>	<p>Completed – no follow up required.</p>
<p>Gov 2 (20/21)</p>	<p>RSM April 21: Final Report (20/21)</p>	<p>Governance Head of Governance and Asset Management</p>	<p>Medium</p>	<p>The Service will ensure that a terms of reference (ToR) is in place for all formal meeting groups, including the Information Management and Assurance Board, and that they have:</p> <ul style="list-style-type: none"> • responsibilities; • membership; • meeting frequency; • quorum requirements; • reporting and accountability lines, frequency and nature; <p>and been recently reviewed,</p>	<p>A review of ToR has been completed and this is now in place for formal meetings utilising a standard template.</p>	<p>Original July 2021</p>	<p>Completed – to be confirmed by follow up audit</p>

APPENDIX A

				<p>specify this date and a date of next review.</p> <p>As part of this, it will be considered whether a standard template could be used across each meeting group using, for example the Corporate Programme Board's ToR.</p>			
Gov 3 (20/21)	RSM April 21: Final Report (20/21)	Governance Head of Governance and Asset Management	Medium	<p>The Service will add to the Corporate Management Team agendas, the nature of each agenda item (presentation, report or verbal) and whether the item is for information only or a decision is required.</p> <p>Where a decision is required this will be documented within the minutes (the outcome or whether it has been postponed).</p>	The nature of each agenda item is now included on the agenda. This detail is the item is a presentation, report or verbal update. If a decision is required this will be captured in the minutes.	Original May 2021	Completed – to be confirmed by follow up audit
Gov 4 (20/21)	RSM April 21: Final Report (20/21)	Governance Head of Governance and Asset Management	Medium	The Service will ensure that each formal meeting group within the Service document in their terms of reference that at the Chair's discretion conflicts of interest will be checked prior to the start of a meeting depending the nature of the agenda items. Where it is required to be checked this, and any conflicts identified and action taken, will be recorded within the minutes.	Conflict of interest is captured in the reviewed ToR and at the chairs discretion this will be checked prior to the start of the meeting.	Original July 2021	Completed – to be confirmed by follow up audit

APPENDIX A

Gov 5 (20/21)	RSM April 21: Final Report (20/21)	Governance Head of Governance and Asset Management	Low	<p>The Service will issue a reminder to all formal meeting groups within the Service's governance structure to check whether the group has quoracy requirements recorded in their Terms of Reference and, where required, if these requirements have been met prior to each meeting starting.</p> <p>Where quorum requirements are not met, action taken as a result, such as to postpone decision making, will be recorded within the minutes.</p>	The ToR has quoracy included into the document. At the start of meetings quoracy will be recorded to ensure meeting decisions will be postponed and recorded in minutes.	Original May 2021	Completed – no follow up required
Gov 6 (20/21)	RSM April 21: Final Report (20/21)	Governance Head of Governance and Asset Management	Low	<p>The Service Assurance Manager will ascertain whether the decision to publish the Service's quarter three performance report was made in the CMT's 2 February 2021 meeting, and therefore whether it was implemented.</p> <p>Following this, the outcome of all papers presented to the CMT that require a decision will be recorded in the minutes.</p>	The decision to take the performance report to FRA in March was undertaken. The outcome of reports is now included in the minutes and is recorded on the agenda as per action 03 20/21	Original Mar 2021	Completed – no follow up required
Gov 7 (20/21)	RSM April 21: Final Report (20/21)	Governance Head of Governance and Asset Management	Low	The Service will ensure that the actions not transferred to the CMT and IMAB's logs identified during testing have been	Actions are now clearly recorded and monitored.	Original Mar 2021	Completed – no follow up audit required

APPENDIX A

				<p>implemented. If they have not been implemented, they will be added to the relevant group's log to be reviewed at their next meeting.</p> <p>The Service will then ensure that all actions are clearly documented and followed through.</p>			
Gov 8 (20/21)	RSM April 21: Final Report (20/21)	Governance Head of Governance and Asset Management	Low	<p>The Assistant Chief Officer will provide a highlight report or verbal update to the CMT at their next meeting on the programme of the Corporate Programme Board.</p> <p>Following this, a highlight report will be provided to the CMT at their subsequent meetings, in line with the Corporate Programme Board's terms of reference.</p>	<p>The ACO chairs the Corporate Programme Board, which also has three other CMT members as standing attendees. As and when there are appropriate updates, these will be given to CMT. CMT now meets weekly, so there are regular opportunities, but updates will only be given where necessary. There are also formal reports to CMT and the FRA, such as the Annual Report on Projects and Programmes that went via CMT to the FRA in June, link below (agenda item 9): https://bedsfireeresauth.moderngov.co.uk/ieListDocuments.aspx?Clid=134&MId=405&Ver=4</p>	Original Apr 2021	Completed – no follow up audit required
Gov 9 (20/21)	RSM April 21: Final Report (20/21)	Governance Head of Governance and Asset Management	Low	<p>The Service Assurance Manager will add a next review date to the Fire and Rescue Authority Handbook as part of the next review. This will be approved by the Secretary Monitoring Officer.</p>	<p>The FRA Handbook will be reviewed annually in line with the Annual Meeting and has been added to the work programme.</p>	Original Sept 2021	Completed

APPENDIX A

AM F.up 1 (20/21)	RSM June 21: Final Report (20/21)	Asset Management – Asset Tracking Head of Governance and Asset Management	Low	The Authority will ensure that where discrepancies are identified during a stock check that the reasons for these are documented and retained.	Stock checks are regularly audited internally and discrepancies checked and investigated. The evidence is recorded and stored electronically.	Original April 2022	Completed – no follow up required
AM F.up 2 (20/21)	RSM June 21: Final Report (20/21)	Asset Management – Asset Tracking Head of Governance and Asset Management	Medium	When BlueLight has been implemented the Authority will ensure that when stock items are issued from stores to their final destination, the stock system and individual station equipment lists are correctly coded to show the movements. Evidence of the local stock list including correct location coding should be available where required. Training around issuing stock and recording this on the system will also be delivered by members of staff responsible for each store.	Asset tracking system is currently in progress to be fully implanted. Stock issued from stores will automatically be coded to the individual station requesting stock items.	Original April 2022	In progress
Proc F.up 3 (20/21)	RSM June 21: Final Report (20/21)	Procurement – Proactive Processes and Remedial Actions Head of Governance and Asset Management	Low	The final Procurement Activity Plan and Contracts Commissioning Review will be approved by the Head of Governance and Asset Management/CMT. All approvals will be documented and retained.	The activity plan has been completed and will be approved by CMT. Further work is being undertaken on the contracts register before sign off.	Original Nov 2021	In progress

APPENDIX A

Proc F.up 4 (20/21)	RSM June 21: Final Report (20/21)	Procurement – Proactive Processes and Remedial Actions Head of Governance and Asset Management	Medium	Progress against the Procurement Activity Plan and the Contracts Commissioning Review Plan, as well as reporting on compliance audit results and significant tender waivers will be reported quarterly to CMT. An annual summary report on procurement activity will be presented to the Audit and Standards Committee for oversight.	Quarterly procurement reporting is planned with CMT November 2021. Annual summary report will be submitted to CMT Q1 2022. This will detail progress in 20/21 financial year.	Original Nov 2021	In progress
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