

**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')
HRW 1 (20/21)	RSM Mar 21: Final Report (20/21) <i>Restated: October 2021</i>	Human Resources – Wellbeing Head of Human Resources	Medium	<p>The Service will ensure that the Wellbeing Policy is reviewed, revised as 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. 	<p>Revised Wellbeing Policy has not been agreed, current version believed to be too long and 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.</p>	<p>Original Aug 21 Extension to: Mar 22</p>	In progress

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HRW 2 (20/21)	RSM Mar 21: Final Report (20/21) <i>Restated: October 2021</i>	Human Resources – Wellbeing Head of Human Resources	Medium	The Service will undertake regional benchmarking with Suffolk, Essex, Norfolk, Cambridgeshire and Hertfordshire. Following this, the Service will review and identify any further action required.		Original 30 April 2022	In progress
HRW 3 (20/21)	RSM Mar 21: Final Report (20/21) <i>Restated: October 2021</i>	Human Resources – Wellbeing Head of Human Resources	Low	The Service will ensure that the Annual TRiM Operating Licence is attained for 2021.	Courses booked for 27-29 November. The Licence will be renewed following the course.	Original Nov 2021	In progress
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

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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. Procurement Activity Plan and Contract Commissioning Review has been presented to CMT.	Original Nov 2021	Completed
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. The Procurement Manager post was vacant between March 2021 and August 2021. The priority at the time for the new Manager was to support the team and focus on a number of procurements that were overdue/outstanding as a result of reduced capacity in the team. Proposed revised timescales are: <ul style="list-style-type: none"> • Quarterly procurement reporting to CMT to commence from January 2022. • An annual report will be presented to CMT in April 2022 (covering the period 2021/22). 	Original Nov 2021 Extension requested to: April 2022	In progress