**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 progess or 'Completed') |
|---|---|---|---|---|---|---|---|
| HRW 1 (20/21) | RSM Mar 21: Final Report (20/21)<br><br>*Restated: October 2021* | Human Resources – Wellbeing<br><br>Head of Human Resources | Medium | 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:<br>• Policy statement signed by the Chief Fire Officer in 2021;<br>• Additional wellbeing support, including Traumatic Risk Management (TRiM);<br>• Current wellbeing governance structure, including the Mental Health and Wellbeing Steering Group; and<br>• Version control of the Policy; including review frequency. | 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.<br><br>Revised 1st draft of the Policy and Guidance sent to ER Manager for first read February 2022.<br><br>Additional wellbeing support being rolled out by the Trim Team, coordinated by the Trim Practitioners, attending Station and promoting the service, including Traumatic Risk Management (TRiM); Med 22 A updated with further information. | Original Aug 21<br><br>Extension to: Mar 22 | In progress |

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| HRW 2 (20/21) | RSM Mar 21: Final Report (20/21)  *Restated: October 2021* | Human Resources – Wellbeing  Head of Human Resources | Medium | The Service will undertake regional benchmarking with Suffok, Essex, Norfolk, Cambridgeshire and Hertfordshire.  Following this, the Service will review and identify any further action required. | Reviewed with Hertfordshire and Essex. Herts similar position, reviewing their Policy. Essex adopted the NFCC Wellbeing Policy, which is what BRFS has based its current version on. | Original 30 April 2022 | Completed |
| HRW 3 (20/21) | RSM Mar 21: Final Report (20/21)  *Restated: October 2021* | 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 | Completed |
| 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.  11 Stations are now live, all vehicles should be asset tracked by April followed by General Stores to complete the action. | Original April 2022 | In progress |

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| Proc F.up 4 (20/21) | RSM June 21: Final Report (20/21) | Procurement – Proactive Processes and Remedial Actions<br><br>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.<br><br>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.<br><br>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.<br><br>Proposed revised timescales are:<br>• Quarterly procurement reporting to CMT to commence from January 2022.<br>• An annual report will be presented to CMT in April 2022 (covering the period 2021/22).<br><br>Meetings scheduled with most of the service areas and will be completed by mid February. A Schedule Plan is being put together of priorities and key activity for discussion with CMT at their away day on 09.03.22. | Original Nov 2021<br><br>Extention to: April 2022 | In progress |

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| CRMP 1 (21/22) | RSM Feb 22: Final Report (21/22) | Data Quality to support the Community Risk Management Plan (CRMP)<br><br>Head of Strategic Support and Assurance | High | The Authority will ensure that all relevant nationally and locally identified risks are included within the CRMP or CRA, where risks are excluded the reasoning will be clearly documented | | Original: July 22 | |
| CRMP 2 (21/22) | RSM Feb 22: Final Report (21/22) | Data Quality to support the Community Risk Management Plan (CRMP)<br><br>Head of Strategic Support and Assurance | Medium | The Authority will ensure that it retains accurate supporting data for all figures reported to the Fire Authority. This will be aided by BMIS and will include maintaining a clear audit trail of the data used at the time of reporting. | | Original: April 22 | |
| CRMP 3 (21/22) | RSM Feb 22: Final Report (21/22) | Data Quality to support the Community Risk Management Plan (CRMP)<br><br>Head of Strategic Support and Assurance | Medium | The Authority will update the Service Assurance Framework to include the lifecycle of the CRMP, the responsibilities of key responsible personnel and the details of how the CRMP is approved. | | Original: July 22 | |
| CRMP 4 (21/22) | RSM Feb 22: Final Report (21/22) | Data Quality to support the Community Risk Management Plan (CRMP) | Medium | The Authority will ensure that updates on the progress made against its five CRMP priorities are discussed through the governance structure. | | Original: April 22 | |

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| | | Head of Strategic Support and Assurance | | | | | |
| CRMP 5 (21/22) | RSM Feb 22: Final Report (21/22) | Data Quality to support the Community Risk Management Plan (CRMP)<br><br>Head of Strategic Support and Assurance | Low | The Service will review its CRMP related KPIs to ensure that targets are achievable and realistic. | | Original: July 22 | |
| CRMP 6 (21/22) | RSM Feb 22: Final Report (21/22) | Data Quality to support the Community Risk Management Plan (CRMP)<br><br>Head of Strategic Support and Assurance | Low | The Authority will ensure that it clearly assigns implementation dates and owners for actions assigned to improve CRMP KPI performance at meetings such as the Fire Authority. Evidence will be retained to show the CMT quarterly review of KPIs. | | Original: July 22 | |