

**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>Revised 1st draft of the Policy and Guidance sent to ER Manager for first read February 2022.</p> <p>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.</p> <p>Revised Wellbeing Policy published after pre-requisite consultation period and analysis of consultation responses in May 2022.</p>	Original Aug 21 Extension to: Mar 22	Completed

APPENDIX A

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AM F.up 2 (20/21)	RSM June 21: Final Report (20/21)	Asset Management – Asset Tracking Head of Governance and Asset Management	Medium	<p>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.</p> <p>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.</p>	<p>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.</p> <p>11 Stations are now live, all vehicles should be asset tracked by April followed by General Stores to complete the action.</p> <p>The asset tracking for equipment is proceeding well, however a 3 month delay was experienced due to a shortage of personnel. This coupled with Covid-19 absences has unfortunately delayed the project.</p> <p>On the equipment side we now have all stations live (14) on the system and only Stopsley's specials are outstanding. All Rescue pumps and other Specials have been completed. The expectation is for Stopsley to be completed by the end of July, with the General Stores then being started, allowing 3 months for completion. Only risk to the timing will be Operational support requirements.</p>	<p>Original April 2022</p> <p>Extension requested to: October 2022</p>	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 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). 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. Date to present to CMT awaited, taking into account holiday period.	Original Nov 2021 Extension to: April 2022 Extension requested to: Sept 2022	In progress