

**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	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: <ul style="list-style-type: none"> <li>• Policy statement signed by the Chief Fire Officer in 2021;</li> <li>• Additional wellbeing support, including Traumatic Risk Management (TRiM);</li> <li>• Current wellbeing governance structure, including the Mental Health and Wellbeing Steering Group; and</li> <li>• Version control of the Policy; including review frequency.</li> </ul>	Revised Wellbeing Policy published after pre-requisite consultation period and analysis of consultation responses in May 2022.	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>All Stations are now live, and all vehicles are asset tracked. The asset tracking for equipment is proceeding well and the team are currently finishing work on the Training Centre, 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>The Head of Asset Management is reviewing the current vacant posts available to support Asset Tracking.</p> <p>Once the work in the Training Centre is completed, the work will commence on all Operational equipment in stores. It is estimated that phase 1 of this project will be completed by the end of December 2022 at which point it has been agreed that this project will be closed down.</p>	<p>Original April 2022</p> <p>Extension to: October 2022</p> <p><b>Extension requested to: December 2022</b></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 (Corporate Management Team).  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 fiscal year.  The Procurement Manager post has now been filled and part of their role is to provide Quarterly procurement reporting to CMT, which has been carried out.  An annual report was presented to CMT by the Procurement Manager on 27 <sup>th</sup> July (covering the period 2021/22).	Original Nov 2021  Extension to: April 2022  Extension to: Sept 2022	Completed