

**Monitoring Report of Actions Arising from Audit Reports  
(incorporating any actions outstanding at 31 March 2020 from earlier reports)**

**APPENDIX B**

URN	Auditing Body & Source	Audit Area and Responsible Manager	Priority	Agreed Action	Progress Report to Date	Timing For Completion	Status ('Not Started', 'In Progress' or 'Completed')
PropSC (19/20) 2	<b>RSM</b> Aug 19: Final Report (19/20)	Property – Statutory Compliance  Assistant Chief Officer	Medium	The organisation will ensure that an SLA is put in place for each contractor that provides compliance testing services (Gas & Oil, Electrical, HVAC and Generator & UPS). The SLA will include an agreed timescale to complete any work and send over certification. The emails in which certification and reports are sent by contractors will be saved with the documentation itself, to allow the organisation to review performance in line with the SLA.	<p>Process on-going through 2019/20 and 2020/21 due to the number of SLAs to be tendered and awarded. Due date August 2020.</p> <p>Several servicing and maintenance contracts are due for tendering and these are planned in for progressing with Procurement. The Fire Safety contract has already been awarded and work has begun on the Gas &amp; Oil service &amp; maintenance specification. Due to the volume of work and resource available it is possible that not all contracts will have been tendered by the deadline of August 2020.</p> <p>In addition to the Fire Safety contract, 12 month contracts are now also in place for: Security Systems, Generator maintenance, (UPS responsibility passed to ICT). Work is on-going with Procurement to progress Gas and Electric contracts/SLAs</p>	<b>Original</b> Aug 20	In Progress

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SC 4 (18/19)	<b>RSM</b> Apr 19: Final Report (18/19)	Stock Control  Head of Governance & Asset Management	Medium	The Authority will ensure that following the upgrade of Microsoft Dynamics to training on the stores requisitioning system will take place for those members of staff who are responsible for ensuring transactions are done in an accurate and timely fashion.	Due to the delay in the upgrade of Microsoft Dynamics to the Service, a request was made to an extension to this action to be completed by Feb 2020. This was approved by the ASC on 15 October 2019.  Due to a further delay by the upgrade provider BFRS have now been informed by the provider that the upgrade will not take place until June 2020. Because of this delay training of key members of staff cannot take place.  Due to Covid 19 this has been further delayed.	<b>Original</b> Jul 19  <b>Revised Date</b> Feb 2020  <b>Request to extend completion date to October 2020</b>	In Progress
BC F.up (19/20) 1.2	<b>RSM</b> Apr 20: Final Report (19/20)	Business Continuity Follow Up  Head of Training and Assurance	Medium	<b>Revised Management Action:</b> The rolling business continuity action plan will be presented to the Corporate Management Team (CMT) on at least a six-monthly basis aligned to the strategic assessment of risk and business continuity.  This will include a commentary on progress towards implementing any outstanding actions.	No progress has been made, due to resources being re-directed to support Covid response. The intention was to align BC with Risk Management, but we are also still reviewing Risk Management at the current time too.  CMT have also had to realign their meeting structures and timings, so agendas for those meetings have changed too.	<b>Original:</b> July 19  <b>Revised:</b> Mar 20  <b>Extension requested to Jan 2021</b>	In Progress

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AM (19/20) 2	RSM Apr 20: Final Report (19/20)	Asset Management – Asset Tracking  Head of Governance and Asset Management	Medium	<p>The Authority will ensure that when stock items 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.</p> <p>Training around issuing stock and recording this on the system will also be delivered for member of staff responsible for each store.</p>	<p>At present. An item is issued from stores with a receipt which should be signed and returned to stores, this rarely happens due to rota systems and the absence of employees from the workplace.</p> <p>This will be resolved in the long term with the introduction of the asset tracking system. An item will be scanned out of stores and then scanned once received at station, this will then be recorded electronically automatically on the system.</p> <p>Training has not commenced due to reduction of staff from the work place.</p>	<b>Original:</b> Sep 20	In Progress
ES (19/20) 1	RSM June 20: Final Report (19/20)	Environmental Strategy  Head of Governance and Asset Management	Low	The Authority will develop a terms of reference for the Project Teams and Strategic Environmental Board. These will be presented to the appropriate governance forum for approval.	The environmental work stream has been approved by CMT and is being processed by HGAM. Scoping on the ToR for project teams and the strategic Environmental Board have started with the ACO although this is in its infancy stage.	<b>Original:</b> Sept 20	In Progress

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ES (19/20) 2	RSM June 20: Final Report (19/20)	Environmental Strategy Head of Governance and Asset Management	Low	The Authority will update the Depolluted Cars Policy and ensure that the document is subject to review regularly.	The Policy has been reviewed and will go out on consultation imminently. The policy will also be subjected to robust reviews at regular intervals – currently every 3 years.	<b>Original:</b> Sept 20	In progress
ES (19/20) 3	RSM June 20: Final Report (19/20)	Environmental Strategy Head of Governance and Asset Management	Medium	The Authority will ensure that a depollution confirmation inspection is undertaken by a member of the Service staff/officers upon delivery of scrap vehicles to the Service, and that the completion of this check is formally documented.	An audit process has been devised and is currently being implemented to ensure all cars are depolluted. This will be an electronic formal audit form.  The process will be embedded in the depolluted car policy.	<b>Original:</b> Sept 20	In progress

## Monitoring Report of Actions Arising from 2018/19 Annual Governance Statement

No	Issue	Source	Planned Action	Progress to date	Timing For Completion	Status ('Not Started', 'In Progress' or 'Completed')
2	Review of Authority Effectiveness	Governance report FRA March 2019	FRA Members decided in 2018/19 that the annual process was not required in this year and that the exercise would be completed again in 2019/20 with new FRA members, who will be in place from June 2019	<p>New FRA members were appointed and the review of effectiveness was subsequently postponed due to the pilot of running with additional FRA meetings and ceasing the Policy and Challenge Group meetings.</p> <p>At the FRA Development Day in October 2019, it was decided to continue with the current pilot. The review of effectiveness will therefore take place prior to the year end, to enable a more informed discussion and review to take place. It was proposed that this agenda item was added to the Executive Meeting agenda to take place on 24 March 2020. However, with the Covid 19 pandemic, this meeting was postponed with an Executive Committee meeting then being held on 24 April 2020 where, in view of the current situation, it was agreed to consider this at a future meeting.</p>	<p>Mar 20</p> <p><b>Request to extend to:</b></p> <p><b>Sept 2020</b></p>	In Progress