

Appendix B - Overdue High Risk Actions

Year	Report Title	Recommendation	Rating	Action Owner	ED/AD	Directorate	Service	Implementation Date	Status	Days (as at 16 August 2023)	Age Analysis
21/22	9.21/22 Follow Up of Previous Management Actions - Quarter 2	A clear control framework will be put in place to ensure that, in line with government guidance, income received from the serving of fixed penalty notices is spent on related functions.	High	Linda Corcoran	Director of Law & Governance (Monitoring Officer)	Law & Governance	Anti-Social Behaviour	30/09/2021	Overdue	685	> 1 Year < 2 Years
21/22	9.21/22 Follow Up of Previous Management Actions - Quarter 2	The council will develop a formal process to systematically track income due through to collection, receipting and banking. This will include guidance for undertaking regular, formal reconciliations between income received and records maintained.	High	Linda Corcoran	Director of Law & Governance (Monitoring Officer)	Law & Governance	Anti-Social Behaviour/Enforcement	30/09/2021	Overdue	685	> 1 Year < 2 Years
21/22	9.21/22 Follow Up of Previous Management Actions - Quarter 2	The ASB Enforcement & Transition Lead will produce monthly reports to monitor the timeliness of responses to cases on the Flare system, with the required response time noted depending on case categorisation. Any noncompliance with the required timeframes will be investigated and reasons documented.	High	Michelle Isabelle	Director of Law & Governance (Monitoring Officer)	Law & Governance	Housing	30/09/2021	Overdue	685	> 1 Year < 2 Years
21/22	16.21/22 General Ledger	An exercise will be completed to identify all tasks to be completed as part of the month end process. A full month end timetable will be prepared and tasks will be assigned to appropriate staff members. The completion of tasks will be confirmed each month to a relevant manager responsible for overseeing the closedown process.	High	Alistair Rush	Adele Taylor	Finance and Commercial	Finance	30/04/22	Overdue	473	> 1 Year < 2 Years
21/22	24.21/22 GDPR Governance	The Data Flow Capture Spreadsheet will be updated to include the following areas: • name and contact details of joint controller (if applicable); • categories of individuals; • names of third countries or international organisations that personal data are transferred to (if applicable); • safeguards for exceptional transfers of personal data to third countries or international organisations (if applicable); • Data Protection Act 2018 Schedule 1 Condition for processing; • GDPR Article 6 lawful basis for processing; • link to retention and erasure policy document; and • whether personal data retained and erased in accordance with the retention policy document - reasons for not adhering to retention policy document (if applicable).	High	Alex Cowen	Simon Sharkey Woods (Sarah Hayward)	Strategy and Improvement	ICT and Digital	30/09/22	Overdue	320	> Six Months < 1 Year
21/22	21.21/22 Temporary Accommodation	The Annual Compliance Statement issued to Private Providers will be reviewed to assess whether the terms and conditions satisfies the Council's legislative duties as a housing provider. Following this, the Council will introduce a monitoring mechanism to ensure: • Providers are only engaged with should they have a signed Compliance Statement in place; • These Compliance Statements are reviewed and signed annually.	High	Ian Blake	Patrick Hayes	Housing, Property and Planning	Housing	30/09/22	Overdue	320	> Six Months < 1 Year

21/22	21.21/22 Temporary Accommodation	In line with current plans, the Council will ensure that an up-to-date Housing Strategy and Homelessness Strategy is created. Additionally, progress against the action plan will be periodically monitored by an appropriate forum.	High	Patrick Hayes	Patrick Hayes	Housing, Property and Planning	Housing	30/09/22	Overdue	320	> Six Months < 1 Year
21/22	29.21/22 Cyber Essentials	The Council will ensure that its IT estate is brought up to date in terms of patching as soon as possible	High	Simon Sharkey Woods	Sarah Hayward	Strategy and Improvement	ICT and Digital	31/10/2022	Overdue	289	> Six Months < 1 Year
21/22	21.21/22 Temporary Accommodation	The Council will develop a strategy to identify households which are no longer owed a duty to be accommodated under the Housing Act 1996.	High	Ian Blake	Patrick Hayes	Housing, Property and Planning	Housing	31/03/23	Overdue	138	Five Months
21/22	22.21/22 Asset Register	The Finance Team will update the asset register to accurately document the date of last valuation. Where the incorrect valuation methodology (as per the CIPFA Code of Practice) is identified, appropriate action will be taken	High	Bankita Ashar	Alistair Rush (Adele Taylor)	Finance and Commercial	Corporate Finance team	30/06/2023	Overdue	47	Two Months

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