

Council Function	Audit Observation	Agreed Action / Mgmt response	Officer	Target Date	Status	Comments for Late Actions	High / Medium / Low / Opportunity
Cemeteries	Master plans for the cemeteries are drawn up using AutoCAD software. The service does not currently have anyone trained in the use of AutoCAD and there is also uncertainty over the status of licensing to use the software. Master plans are not therefore actively updated. Officers based at Caddsdwn Business Centre currently record any changes by annotating a printed copy of the plans	Auto CAD Plans are updated on an as-needed basis using external CAD providers. The intention is for TDC to recruit in-house CAD capability.	Jon Wynne	Mar-22	Late	A former employee was commissioned to update the master plans at a cost of circa £600. Additional staffing resource has been secured for Caddsdwn which will freeze up existing estates staff to undertake the CAD works. It is currently envisaged that the Estates Support Officer (Street Naming and numbering) will be trained up to undertake these duties as required.	Medium
Cemeteries	The current version of the Corporate Business Continuity Plan, which includes information relevant to burials, was drawn up in 2019 and states it would be reviewed after twelve months. As such the Plan is now somewhat overdue for review and may therefore not represent the latest environment particularly related to Covid-19. The Service level Business Continuity Plan, which would form part of the Property Team's integrated Business Plan, is also not up to-date, the latest version being drawn up in 2019-20	We are confident that our business continuity arrangements have been fully tested during the current pandemic during which we have maintained the delivery of key services. In terms of updating the Corporate Business Continuity Plan document, this will be the responsibility of the new Emergency Planning Officer once we have recruited to the role.	Jon Wynne	Mar-22	Late	This will be updated as part of the current Estates Business Plan which contains a section on business continuity - expected to be completed - April 2023	Medium
Health & Safety	Department Heads should undertake refresher training to remind them of their Managerial H&S responsibilities	H&S training would be procured for all managers	Sarah Ayres	Mar-22	Late	Regular (monthly) health & safety meetings have been set up with Monitoring Officer leading. Also in attendance HR & Comms manager, Estates Manager and Operations Manager. Purpose to establish outstanding work and confirm who is responsible for what actions going forward. Immediate risks being identified and appropriate actions taken. Additional officers trained to undertake DSE assessments and due to roll out e-learning to all staff from 1 April which will include module(s) on health and safety	Medium
Estates	The council does not currently have one single system and database to monitor and manage its assets. Asset details are on ELF, although there is an issue about user ability to maintain the system including deleting or amending assets. Work is planned to introduce one system and database on which all council assets are to be listed. In terms of the manual records such as deeds, we did not check this due to covid-19 restrictions, but previous audit work indicates that these are held securely in a locked area.	We confirmed manual records are held in secure fireproof vault. As discussed, this was a process for being reviewed in October 2021 with an internal IT systems review arranged. However this was delayed and will now take place in 2022. Following which IT will report and advise on the best software and hardware setup	Jon Wynne	Dec-22	Late	Whilst Management is confident that the ELF system is working well, there are still multiple systems in use. Work is ongoing to populate all asset information into the ELF database before looking at implementing more modules to improve the system. Work is ongoing to improve the data quality and Management have set a target of twelve months due to the expense of the district.	Medium
Risk Management	Our previous audit report recommended risk management training to promote awareness and understanding. This has not been completed. Periodic emphasis and training on risk management is important to ensure officers understand it is an important basic management tool that will help delivery of council objectives.	Torrige will work in conjunction with DAP to provide awareness training in Risk	David Heyes	Mar-23	Late	Training booked for 23rd June 2023 with DAP to coincide with OMT scheduled meeting	Medium