

Open Agreed Actions – September 2024



Open Management Actions

Organisation
West Oxfordshire District C... ▼

Audit Title
All ▼

Issue Tester
All ▼

Issue Subscriber
All ▼

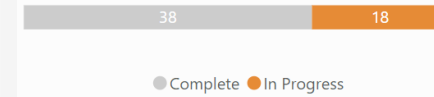
Not yet due	Due within 30 days	1-30 days overdue	31-60 days overdue	61-90 days overdue	91+ days overdue	Total Actions
10	5	1	(Blank)	1	1	18

Open Actions by Organisation

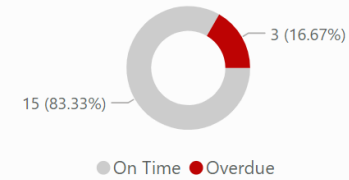
Priority ● 1 ● 2 ● 3



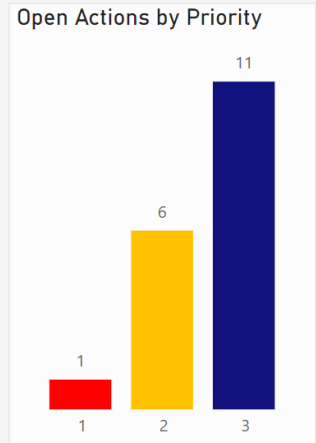
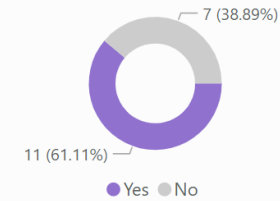
Open/Closed Actions



Overdue Open Actions



Open Actions with Extended Dates



Management Actions

Open Action Plan Details

Closed Action Plan Details

Self Assessed Complete Action Plan Details

AP ID	ID	Audit Title	Issue Title	Issue Status	Period	Priority Score	AP Status	Original Timescale	Timescale	Follow-Up Assessment
835	770	WODC - Climate Change Strategy - September 2022	Strategy and Plan Refresh	Pending Remediation	2022/23	3	In Progress	30/09/2024		27.2.24 Carbon Action Plan has been reviewed and updated as per the action. The Council's 2030 Carbon Neutral commitment was referenced instead of the council plan priority which expires in 2027. The other points have been adequately addressed. The Climate Change Manager advised on a delay with the strategy as consultants needed to be appointed to establish an accurate baseline. Outputs are not expected until June 2024 and it will likely be September 2024 before the updated strategy is approved (Current strategy expires 2025).
3164	2958	PUB - ICT Business Continuity/Disaster Recovery 2023/24	Documentation Updates	Pending Remediation	2023/24	3	In Progress	31/03/2024	31/10/2024	July 2024 - Action is nearly complete. Copies of the updated documentation will be provided to close this action.
3175	2968	PUB - ICT Business Continuity/Disaster Recovery 2023/24	ICT and Emergency Planning Formal Engagement and Alignment	Pending Remediation	2023/24	2	In Progress	31/03/2024	31/01/2025	July 2024 - Action has progressed but will not be completed until after the first phase of the Publica transition. The detailed Publica transition plan alludes to the fact that a long-term decision on managing emergency planning is required. Further alignment won't happen until this decision has been made. Timescale extended to January 2025 to check after the phase one transition has settled.
3852	3609	PUB - Risk Management 2023/24	Risk Management Training is inadequate.	Pending Remediation	2023/24	2	In Progress	31/05/2024	30/09/2024	
3853	3610	PUB - Risk Management 2023/24	Insurance and Risk Management do not proactively communicate.	Pending Remediation	2023/24	3	In Progress	31/05/2024	30/09/2024	
3854	3611	PUB - Risk Management 2023/24	Risk Maturity Self-Assessment has not been conducted.	Pending Remediation	2023/24	3	In Progress	31/03/2025		
3536	3313	PUB - Use of Waivers - 2023/24	Contract Waiver Report Templates	Pending Remediation	2023/24	3	In Progress	31/12/2024		
3537	3314	PUB - Use of Waivers - 2023/24	Use of Waivers Training	Pending Remediation	2023/24	3	In Progress	31/12/2024		
3102	2900	WODC - Bank Reconciliation - 2023/24	Repeat Suspense Account Entries	Pending Remediation	2023/24	3	In Progress	31/08/2024		Apr 2024 - Procedure has been developed with the Revenues Manager, but it has not been rolled out yet due to year end demands. Hope to be operational before the end of June 2024.
3514	3293	WODC - Bank Reconciliation - 2023/24	Review of Suspense Account	Pending Remediation	2023/24	3	In Progress	31/03/2024	31/05/2024	Review or w/o has not been confirmed for WODC, but is hoping to have this in time for 2023/24 y/e accounts.
2825	2634	WODC - Freedom of Information - 2023/24	Basic training/awareness on Freedom of Information requests for Service Areas is not in place.	Pending Remediation	2023/24	2	In Progress	30/11/2023	30/09/2024	Aug 2024 - Extended due to pressure on the service.
2983	2785	WODC - Property Services - Compliance and Health & Safety - March 2023	Standard Information	Pending Remediation	2023/24	2	In Progress	30/06/2024		The BM - Assets & Council Priorities advised that this action is in progress. An officer has been assigned to update the property management system with standard information. A standard template and/or procedure will be provided to allow us to close. Aug 2024 - Waiting for information from Service Area
2986	2788	WODC - Property Services - Compliance and Health & Safety - March 2023	Central Property Database Accuracy	Pending Remediation	2023/24	3	In Progress	30/09/2024		May 2024 - Action is in progress. An officer has been assigned to update the property management system with RAs for all properties. Timescale extended as a follow-up audit is planned for later in the year where all outstanding actions will be assessed.
2996	2798	WODC - Property Services - Compliance and Health & Safety - March 2023	Risk Assessment (RA) for All Council Owned Properties	Pending Remediation	2023/24	2	In Progress	30/06/2024	30/09/2024	May 2024 - Action is in progress. An officer has been assigned to update the property management system with RAs for all properties. Timescale extended as a follow-up audit is planned for later in the year where all outstanding actions will be assessed.
3005	2806	WODC - Property Services - Compliance and Health & Safety - March 2023	Asset Management Plan (AMP)	Pending Remediation	2023/24	1	In Progress	31/03/2024	31/12/2024	May 2024 - Funding approved for commissioning of the AMS. Timescale updated to reflect anticipated document approval.
3344	3126	WODC - Revenues and Benefits - Council Tax and NDR - July 2023	Council Tax and NDR: Procedure Notes Require Review to Ensure Consistency	Pending Remediation	2023/24	3	In Progress	31/03/2024	31/10/2024	Aug 2024 - The Business Manager - Environmental, Welfare & Revenue Service confirmed this is still ongoing but that more work has been done to see where changes are needed to align processes. Work has been stalled by the holiday period but will resume when they have the resource. Deadline amended to end of October.
4751	4441	WODC - Appointment of Consultants - 2023/24	There is no oversight or proactive reporting of consultants	Pending Remediation	2024/25	2	In Progress	31/10/2024		
4752	4442	WODC - Appointment of Consultants - 2023/24	There is no induction or regular refresher training on Procurement for staff.	Pending Remediation	2024/25	3	In Progress	31/10/2024	31/03/2025	