


Agreed Actions - As at 12th November 2024

SWAP Action Tracker - Cotswold and Cheltenham Team
Analytics DB Access

🔄
🖨️



SWAP
INTERNAL AUDIT SERVICES
Helping Organisations to Succeed

Open Management Actions

Organisation

West Oxfordshire District C... ^

Cheltenham Borough Council

Cheltenham Borough Homes

Cotswold District Council

Forest of Dean District Cou...

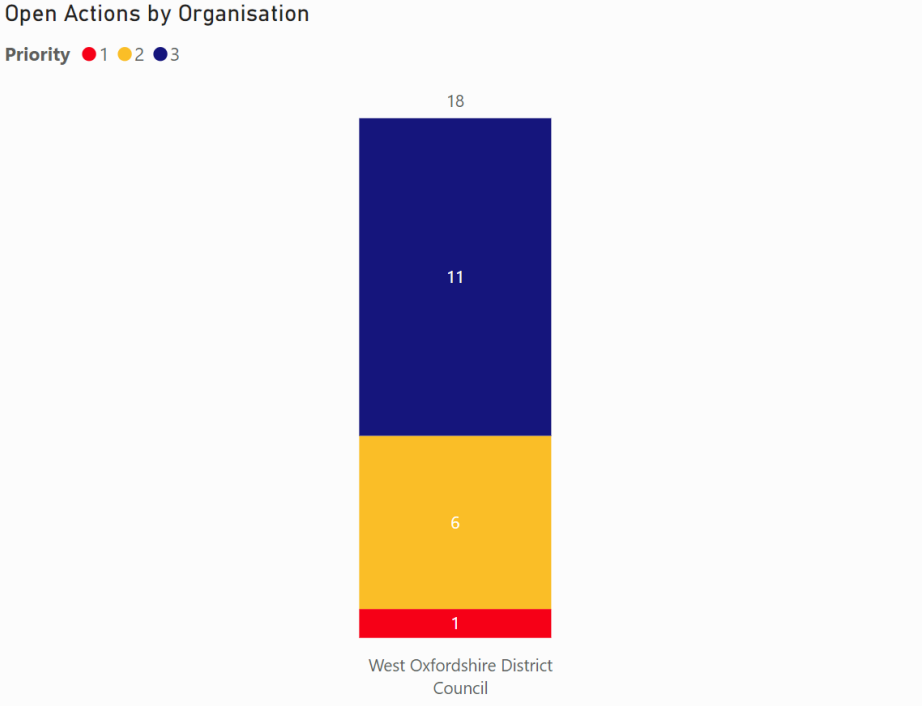
Publica

West Oxfordshire District C...

Not yet due	Due within 30 days	1-30 days overdue	31-60 days overdue	61-90 days overdue	91+ days overdue	Total Actions
16	(Blank)	2	(Blank)	(Blank)	(Blank)	18

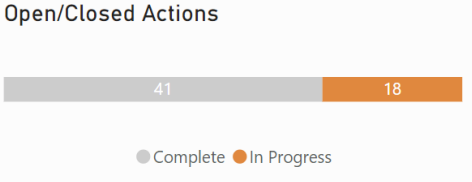
Open Actions by Organisation

Priority ● 1 ● 2 ● 3



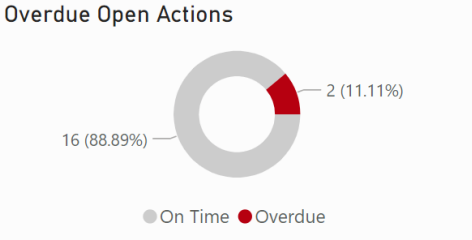
West Oxfordshire District Council

Open/Closed Actions



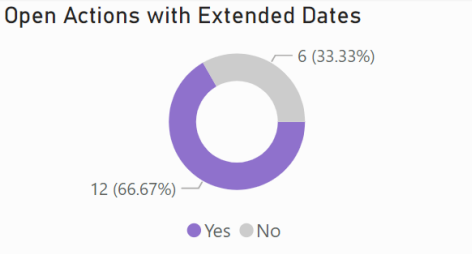
● Complete ● In Progress

Overdue Open Actions



● On Time ● Overdue

Open Actions with Extended Dates



● Yes ● No

◀ ▶

Management Actions

Open Action Plan Details

Closed Action Plan Details

Self Assessed Complete Action Plan Details

Open Agreed Actions - As at 12th November 2024

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	31/03/2025	Nov 2024: Carbon Action Plan has been reviewed and updated as per the action. Executive decision for Climate Change Strategy due 12.3.25.
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	Oct 2024: Updated requested July 2024: The CTO advised that this 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	
3852	3609	PUB - Risk Management 2023/24	Risk Management Training is inadequate.	Pending Remediation	2023/24	2	In Progress	31/05/2024	31/03/2025	Oct 2024: Extended to end of the year due to Transition commitments.
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	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	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	31/12/2024	
3102	2900	WODC - Bank Reconciliation - 2023/24	Repeat Suspense Account Entries	Pending Remediation	2023/24	3	In Progress	31/08/2024	31/12/2024	Oct 2024: Timescale extended due to change in responsible officer
3514	3293	WODC - Bank Reconciliation - 2023/24	Review of Suspense Account	Pending Remediation	2023/24	3	In Progress	31/03/2024	31/12/2024	Oct 2024: Timescale extended due to change in responsible officer
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	31/12/2024	Oct 2024: IA continuing to monitor progress on agreed action. A follow-up audit is planned for later in the year where all 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	31/12/2024	Oct 2024: IA continuing to monitor progress on agreed action. A follow-up audit is planned for later in the year where all 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	Nov 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	31/12/2024	Oct 2024: The Business Manager - Environmental, Welfare & Revenue Service confirmed this is still ongoing due to work levels and resourcing. However, this will be progressed now that a Senior Revs Officer is in post.
4567	4279	PUB - Emergency Planning 2024/25	Emergency Planning Documentation links do not work.	Pending Remediation	2024/25	3	In Progress	30/09/2024	31/12/2024	
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	31/10/2024	Oct 2024: Requested update from Senior Business Partner - Procurement. Response not yet received.
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	
5340	4997	WODC - Members Allowances and Expenses 2024/25	Budget Monitoring.	Pending Remediation	2024/25	2	In Progress	28/02/2025	28/02/2025	
5342	4999	WODC - Members Allowances and Expenses 2024/25	Evidence of Expense Claims.	Pending Remediation	2024/25	2	In Progress	28/02/2025	28/02/2025	

