

Agreed Actions – September 2025

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

☐ Ubico

☒ West Oxfordshire District C...

Open Actions by Priority

10

6

2

3

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

(Blank)

(Blank)

1

(Blank)

16

Open Actions by Organisation

Priority 2 3

16

6

10

West Oxfordshire District Council

Open/Closed Actions

51

16

Complete In Progress

Overdue Open Actions

15 (93.75%)

1 (6.25%)

On Time Overdue

Open Actions with Extended Dates

7 (43.75%)

9 (56.25%)

Yes No

Management Actions

Open Action Plan Details

Closed Action Plan Details

Self Assessed Complete Action Plan Details

Open Agreed Actions - September 2025										
ID (Action Plan)	ID (Issue)	Audit Title	Title (Issue)	Issue Status	Period	Priority Score	AP Status	Original Time	Timescale	Follow-Up Assessment
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	31/10/2025	July 2025: A review of the property database demonstrates significant progress is required with uploading compliance documentation. Timescale extended to provide the Council's new Property team with time to fully complete this action
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	31/10/2025	July 2025: Testing did not identify the expected RA information within Uniform. Timescale extended to provide the Council's new Property team with time to fully complete this action
7079	6633	PUB - Counter Fraud & Enforcement Unit 2024/25	Comprehensive Case Notes were missing	Pending Remediation	2024/25	3	In Progress	30/09/2025	30/09/2025	
5929	5563	WODC - CT/NNDR 2024/25	WODC Revenues and Benefits Suspense Account Monitoring	Pending Remediation	2024/25	3	In Progress	31/03/2025	31/10/2025	
5930	5564	WODC - CT/NNDR 2024/25	WODC Historical Revenues and Benefits Suspense Account Entries.	Pending Remediation	2024/25	2	In Progress	31/03/2025	31/10/2025	
5751	5391	WODC - Data Breaches - 2023/24	WODC Data Protection Suggestions	Pending Remediation	2024/25	2	In Progress	30/06/2025	30/06/2025	Sept 2025: Follow-Up audit in progress
5340	4997	WODC - Members Allowances and Expenses 2024/25	Budget Monitoring.	Pending Remediation	2024/25	2	In Progress	28/02/2025	31/03/2026	
7070	6624	WODC - Payroll 2024/25	Mileage Claims missing trip details	Pending Remediation	2024/25	2	In Progress	30/09/2025		
5908	5543	WODC - Procurement Cards Follow Up 2024/25	WODC Procurement Card Recharges Process Guidance.	Pending Remediation	2024/25	3	In Progress	30/06/2025	31/10/2025	August 2025: Policy and procedure to be revised. Timeline extended to allow for drafting and approval
5952	5586	WODC - Procurement Cards Follow Up 2024/25	WODC - Procurement Cards Policy & Procedures responsibilities	Pending Remediation	2024/25	2	In Progress	30/06/2025	31/10/2025	WODC Lloyds Bank Procurement Cards - Policy & Procedures (Aug 2025) updated and approved by S151 Officer.
5953	5587	WODC - Procurement Cards Follow Up 2024/25	WODC - Procurement Card Spend Transparency reports.	Pending Remediation	2024/25	3	In Progress	30/06/2025	31/10/2025	August 2025: Policy and procedure to be revised. Timeline extended to allow for drafting and approval
6603	6185	WODC - S106s 2023/24	Roles, responsibilities, and processes not clearly understood by all officers and external stakeholders.	Pending Remediation	2024/25	2	In Progress	30/09/2025	30/09/2025	
6604	6186	WODC - S106s 2023/24	A review of engagement with the S106 consultation process is required.	Pending Remediation	2024/25	2	In Progress	30/09/2025	30/09/2025	
6605	6187	WODC - S106s 2023/24	Monitoring processes for non-financial clauses are insufficient	Pending Remediation	2024/25	2	In Progress	31/12/2025	31/12/2025	
6606	6188	WODC - S106s 2023/24	Improvements to S106 contribution management required	Pending Remediation	2024/25	3	In Progress	31/12/2025	31/12/2025	
5938	5572	WODC - Taxi Licensing Safeguarding Follow Up	WODC Taxi Licensing Income Reconciliation.	Pending Remediation	2024/25	2	In Progress	30/06/2025	30/09/2025	