

Agreed Actions – March 2025

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... ▼

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
6	11	3	(Blank)	(Blank)	(Blank)	20

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

Open Actions by Priority

Open Agreed Actions - March 2025

AP ID	ID	Audit Title	Issue Title	Issue Status	Period	Remediation Action	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	WODC's Climate Strategy and Carbon Action Plan will be reviewed and updated to ensure the following: <ul style="list-style-type: none"> •The Council Plan's climate emergency priority is appropriately linked. •Outdated information is updated (e.g., the Cross Part Climate Action Working Group references). •Climate Officer responsibilities are defined. •Performance, monitoring and reporting arrangements are stated. 	3	In Progress	30/09/2023	31/07/2025	March 2025: Carbon Action Plan has been reviewed and updated as per the action. Executive decision for Climate Change Strategy has been delayed again and is now due 9.7.25.
3175	2968	PUB - ICT Business Continuity/Disaster Recovery 2023/24	ICT and Emergency Planning Formal Engagement and Alignment	Pending Remediation	2023/24	ICT will arrange for regular formal documented engagement with the Emergency Planning teams for each key client hosted on Council networks to test, review and where necessary update and align documentation.	2	In Progress	31/03/2024	30/04/2025	January 2025: Timescale extended at the request of the CTO as the ICT team are focussing on transition and devolution work
3852	3609	PUB - Risk Management 2023/24	Risk Management Training is inadequate.	Pending Remediation	2023/24	Risk Management training will be provided to Audit, Risk and Assurance Committee members. A permanent e-learning provision will be implemented that will inform colleagues of the Risk Management Framework and Process. In the interim, additional support and training will be offered to teams and leadership.	2	In Progress	31/05/2024	31/03/2025	October 2024: Extended to end of the year due to Transition commitments.
3536	3313	PUB - Use of Waivers - 2023/24	Contract Waiver Report Templates	Pending Remediation	2023/24	To review the Contract Waiver Report Templates to ensure they are current, and state Procurement must be made aware of all approved waivers.	3	In Progress	31/12/2024	31/03/2025	December 2024: The contract waiver report template will be updated to align with the new Procurement Act which is due to go live on 24th February 2025. Timescale updated.
3537	3314	PUB - Use of Waivers - 2023/24	Use of Waivers Training	Pending Remediation	2023/24	To provide training and guidance on the use of waivers for all budget holders.	3	In Progress	31/12/2024	31/03/2025	December 2024: Training will be updated to align with the new Procurement Act which is due to go live on 24th February 2025. Timescale updated.
3102	2900	WODC - Bank Reconciliation - 2023/24	Repeat Suspense Account Entries	Pending Remediation	2023/24	Finance management will establish the possibility of the automatic re-allocation of affected payments within the cash receipting system or any other process that is GDPR compliant.	3	In Progress	31/08/2024	31/03/2025	February 2025: Timescale extended to end of F/Y to be actioned in final accounts
3514	3293	WODC - Bank Reconciliation - 2023/24	Review of Suspense Account	Pending Remediation	2023/24	The suspense account will be reviewed, with a view to developing a standardised working approach. Resolution of historic unreconciled entries will be agreed with the S151 Officer.	3	In Progress	31/03/2024	31/03/2025	February 2025: Timescale extended to end of F/Y to be actioned in final accounts
2986	2788	WODC - Property Services - Compliance and Health & Safety - March 2023	Central Property Database Accuracy	Pending Remediation	2023/24	Officers will review central database information on Council owned properties for completeness and accuracy. Database information must be updated whenever a change occurs to support managing property responsibilities effectively.	3	In Progress	30/09/2024	31/05/2025	December 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 information for all properties. Timescale updated to reflect anticipated task completion and follow-up audit.
2996	2798	WODC - Property Services - Compliance and Health & Safety - March 2023	Risk Assessment (RA) for All Council Owned Properties	Pending Remediation	2023/24	Site specific RAs will be completed for all Council owned properties and held on a central property database. RAs will be reviewed whenever a change occurs or annually as a minimum and updated as necessary. Details of 3rd party RA responsibilities and Council monitoring requirements will be recorded within the database.	2	In Progress	30/06/2024	31/05/2025	December 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 information for all properties. Timescale updated to reflect anticipated task completion and follow-up audit.
4282	4012	PUB - Human Resources 2023/24	There is no consistent sickness absence management process across Publica	Pending Remediation	2024/25	We will review the current sickness absence reporting process, including when/how Officers report their sickness and when that sickness is entered into Business World. This will include a review of using open ended dates versus entering one day of sickness at a time. We will introduce a monitoring and reporting process, with the aim of making the process more efficient, the data obtained more reliable, and with employee wellbeing in mind. We will provide training to support this, to ensure consistency in approach, which will help lead to better quality data.	1	In Progress	30/09/2024	28/02/2025	January 2025: Update received. Deadline extended until end of February 2025 to allow for implementation.

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4378	4105	PUB - Human Resources 2023/24	Manager's guidance documentation has not been reviewed since 2019	Pending Remediation	2024/25	All supplementary manager guidance documents, their appendices, and Business World quick reference guides will be reviewed to ensure they are appropriate and in line with the new sickness absence policies and procedures. Once reviewed, they will be uploaded to the Publica Portal.	3	In Progress	30/09/2024	28/02/2025	January 2025: Update received. Still in progress.
4550	4262	PUB - Human Resources 2023/24	No clear corporate ownership of absence monitoring and reporting – Inconsistent BW Data	Pending Remediation	2024/25	Roles and responsibilities regarding corporate ownership of sickness absence monitoring will be defined to ensure that figures reported are based on accurate data going forward. We will review the data currently held in Business World and determine whether anything can be done to rectify the inaccuracies.	1	In Progress	31/12/2024	28/02/2025	January 2025: We have been advised this is now complete but we do not believe we have enough evidence to close this. Date extended to end of February to allow for further evidence to be supplied
4751	4441	WODC - Appointment of Consultants - 2023/24	There is no oversight or proactive reporting of consultants.	Pending Remediation	2024/25	Action 1A: The Council will ensure that Procurement holds information on all consultants employed, enabling the Contracts Register to be compliant with the Transparency Code. This will be accomplished by Finance providing regular reports to Procurement. Action 1B: A filter will be implemented on the Contracts Register to facilitate further scrutiny and reporting.	2	In Progress	31/10/2024	31/03/2025	November 2024: The Contracts Register will be updated to comply with the new Procurement Act which is going live on 24/02/25. Therefore target date extended to 31/03/25.
4752	4442	WODC - Appointment of Consultants - 2023/24	There is no induction or regular refresher training on Procurement for staff.	Pending Remediation	2024/25	With support from Human Resources, a comprehensive training program that includes formal induction and regular refresher courses will be developed and implemented.	3	In Progress	31/10/2024	31/03/2025	Training will be updated to align with the new Procurement Act which is due to go live on 24th February 2025. Timescale updated.
5929	5563	WODC - CT/NNDR 2024/25	WODC Revenues and Benefits Suspense Account Monitoring	Pending Remediation	2024/25	We will liaise with colleagues in finance and exchequer to review the process of transferring values into and out of the Revenues and Benefit suspense account, to ensure there is an audit trail, and income is allocated to the appropriate account in a timely manner	3	In Progress	31/03/2025		
5930	5564	WODC - CT/NNDR 2024/25	WODC Historical Revenues and Benefits Suspense Account Entries.	Pending Remediation	2024/25	We will liaise with the S151 Officer to decide what action should be taken with historical suspense account entries.	2	In Progress	31/03/2025		
5751	5391	WODC - Data Breaches - 2023/24	WODC Data Protection Suggestions	Pending Remediation	2024/25	The Monitoring Officer & Publica BM will consider the suggestions in the data protection report and will demonstrate how each key finding is being addressed. A follow-up audit is planned for 2025/26 to assess progress.	2	In Progress	30/06/2025		January 2025. Information on Councillor data protection training has been provided.
5340	4997	WODC - Members Allowances and Expenses 2024/25	Budget Monitoring.	Pending Remediation	2024/25	Implement quarterly reconciliations and exception reporting for Members' Allowances to identify overpayments and duplicate expense claims.	2	In Progress	28/02/2025	31/03/2025	
5342	4999	WODC - Members Allowances and Expenses 2024/25	Evidence of Expense Claims.	Pending Remediation	2024/25	A process will be established to ensure that expenses are appropriately authorised and confirmed, properly documented, and retained in accordance with HMRC and Data Retention Guidance.	2	In Progress	28/02/2025	31/03/2025	
5938	5572	WODC - Taxi Licensing Safeguarding Follow Up	WODC Taxi Licensing Income Reconciliation.	Pending Remediation	2024/25	We will liaise with Finance and develop a process to undertake monthly reconciliation of income so that any discrepancies are identified, investigated and resolved in a timely manner as per the Financial Rules. The number of licenses issued will also be reconciled to ensure income received is as expected.	2	In Progress	30/06/2025		