

Appendix A – Progress Update on Agreed Management Actions

Outstanding Actions Due by September 2024

None.

Actions Fully Completed Since Last Report

Audit Review Title: HR Appraisal Process				
<p>Finding: Training Records The audit found some inconsistencies in retaining records and certificates from training completed.</p> <p>Implication: Failure to maintain a central Training and Development record to capture of all training & development requirements for individual staff members may lead to an ineffective and inefficient process for monitoring training requirements across the organisation.</p>				
Report Issued Date	Priority	Agreed Action	Progress Against Action	Officer Responsible and Timescale
March 2024	Medium	A central location for the collation of training completed / required and the retention of certificates is currently being developed. All employees are to provide evidence of any training completed within the last 12 months, together with any certificates that can be captured on a central record to facilitate effective monitoring of the delivery of training and development across the organisation.	This has been implemented with training collated from the previous 12 months and continuing to be updated with training as it takes place. AMA Completed	HR Business Partner Completed July 2024
Audit Review Title: Budget Management and Monitoring				
<p>Finding: Documented Procedures and Training The audit found that at the time of the review, there were no documented procedures for budget monitoring as the process was primarily undertaken by the AD – Resources then – this was prior to delegating the work on budget monitoring to the Head of Finance & Performance and his team.</p> <p>Implication: Lack of clearly defined processes and appropriate training for budget management and monitoring may result in uncertainty of roles and responsibilities and inconsistencies in processes.</p>				

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March 2023	Medium	As the work progresses during the course of 2023/24 to increase the delegation of work on on budget management and monitoring, a procedure manual will be developed and kept under review on an on-going basis. This will be coupled with training for these officers in this area – primarily on-the-job training, supplemented by appropriate CPD training on the principles and practice of budget management.	The final two tasks in this action have now been completed. These are: Full calendar of all Finance reporting deadlines in place to ensure workload is resourced correctly throughout the team. Procedure manuals for the budget monitoring work fully documented. AMA Completed	Head of Finance and Performance Completed August 2024

Summary of Agreed Actions Not Yet Due

	Audit Title	Summary of Agreed Action	Owner and Target Timescale
1	Budget Management and Monitoring	Ensure proactive ownership and involvement of budget holders in setting and monitoring budgets	Head of Finance & Performance 31 December 2024
2	Information Governance	Develop an updated Data Retention policy.	Head of Governance & Corporate Services 31 December 2024
3		In line with the above, ensure data records management procedures are in place. <i>Both this action and the one above are being completed as part of the wider Data Management Action Plan.</i>	