

Recommendations Overdue 31 January 2017

ACTION PLAN NO:	WEAKNESSES/GOOD PRACTICE: GRADE:	AGREED ACTION:	DATES:	COMMENT/EXPLANATION:	PYRAMID: RESPONSIBLE OFFICER:
DEPARTMENT CUSTOMER SERVICES SERVICE IMPROVEMENT & HR REPORT NAME LEARNING AND DEVELOPMENT – HR TRAINING					
9	The training module has not been included in the upgrade of Resourcelink 4. MEDIUM	The training module will be implemented as a key element of Resourcelink 5	31 March 2017 30 April 2017	Planned upgrade work on Resourcelink System which will require downtime during March has meant that the timescales for the implementation have been put back slightly until 15th April. Currently, on track for this revised timescale.	Delayed but rescheduled Head of Improvement & HR
DEPARTMENT DEVELOPMENT & INFRASTRUCTURE SERVICES SERVICE ROADS & AMENITY SERVICES REPORT NAME CAPITAL PROJECTS - DESIGN PROTOCOLS 2015/16					
1	There was no evidence of any formal design protocols being place for either Roads projects or Bridge strengthening projects. HIGH	Develop consultation guidelines for Capital projects. This will include identification of key stakeholders and responsibilities regarding communication. Create plan to inform/train staff as appropriate.	31 December 2016 31 March 2017	Rescheduled due to competing priorities of workload.	Delayed but rescheduled Network & Standards Manager
2	Inconsistencies in recording of consultation documentation. MEDIUM	Develop appropriate document storage for capital project consultations, taking into account the requirements of the Information Asset Register.	31 December 2016 31 March 2017	Rescheduled due to competing priorities of workload.	Delayed but rescheduled Network & Standards Manager

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3	There was a lack of an audit trail for evidencing consultation with External/Internal bodies MEDIUM	Develop checklist to ensure all stakeholders consulted with appropriately, and evidence all communication, in accordance with the consultation guidelines for capital projects.	31 December 2016 31 March 2017	Rescheduled due to competing priorities of workload.	Delayed but rescheduled Network & Standards Manager

REPORT NAME **REVIEW OF DISPOSAL OF EQUIPMENT <£10K - 2015/16**

6	Lighting Stores Staff are unaware of any procedures for removal of obsolete stock and therefore stock is retained indefinitely. MEDIUM	Processes will be developed and documented in a procedure note to give clear guidance to management and staff when disposing of assets in order to achieve best value and free up storage space.	30 September 2016 31 December 2016 28 February 2017	Delayed due to staff absence and competing priorities of workload.	Delayed but rescheduled Head of Roads & Amenity Services
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DEPARTMENT **IJB SERVICE UNITS**
SERVICE **CHILDREN & FAMILIES**

REPORT NAME **CRIMINAL JUSTICE - NATIONAL OUTCOMES & STANDARDS 2016/17**

1	There is no documented procedure in terms of the governance and reporting processes. MEDIUM	Single document to be produced (and annually reviewed) that describes the processes supporting the CJ performance and reporting arrangements.	30 September 2016 31 December 2016 31 March 2017	Unable to progress action due to other priorities and the programme having to be updated due to changes with the Partnership.	Delayed but rescheduled Business Support Manager
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