

Recommendation Tracking of Overdue High-Level Recommendations

No.	Audit Subject	Date reported to Cttee	Recommendations	Target Date for Implementation	Current Status	Actual Date of Implementation	Date presented to Cttee to Clear
1.	Countryside Estate: Deer Callout Service	02.12.19	<p>1) The lone working protocol produced by the Head Ranger should be reviewed to ensure it is comprehensive and up to date. Once complete the document should be communicated to all relevant staff and confirmation maintained to indicate that staff understand the protocol.</p> <p>2) Staff should be reminded to use the lone working system provided by SRH when they attend a callout outside normal working hours.</p> <p>3) A monitoring system to ensure that staff are using the lone working system should be implemented and the completion of these checks evidenced.</p>	30.03.20	<p>Actions Agreed:</p> <p>Protocol to be reviewed; reminder to be sent to all staff re system plus further discussion at team meeting; system to be monitored at least quarterly and recorded.</p> <p>1) Review of system by end December;</p> <p>2) Reminder of system to be sent by 20th November.</p> <p>3) Monitoring quarterly with actions picked up through performance management with first quarter Jan-Mar 20</p> <p>Status: Overdue</p> <p>Update to be provided as a separate agenda item at this Committee Meeting</p>	N/A	N/A
2.	Countryside Estate: Deer Callout Service	02.12.19	<p>To enable service delivery and invoices/claims for payment to be monitored effectively: -</p> <p>A callout log should be devised and held within each vehicle. Rangers should complete the log with the date, start/finish time, source (police etc), Ranger(s) name, the reason for the callout and action taken.</p>	31.01.20	<p>Action Agreed:</p> <p>Actions agreed as set out but note that while consideration will be given to carcass disposal only in day, operationally this may not be feasible due to other priorities and the need to dispose of carcasses promptly.</p>	N/A	N/A

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			<p>The deer database should be used to record all callouts. The format of the database should be reviewed to include the above information and disposal details (date/time taken to P Waddington & Co and the ticket number (where applicable). To provide a full audit trail, consideration should be given to making it a requirement for the disposal of all deer carcasses to be completed during the day when a ticket can be obtained from P Waddington & Co.</p> <p>The process for updating the deer database should continue. However, the tickets received from P Waddington & Co should be retained. At the end of each month the callout logs for each vehicle and tickets from P Waddington & Co should be obtained and the database updated accordingly. The tickets from P Waddington & Co should then be forwarded to the Business Support Assistant as at present.</p> <p>The Head Ranger should review the database on a monthly basis and investigate any discrepancies identified.</p>		<p>Status: Overdue</p> <p>Update to be provided as a separate agenda item at this Committee Meeting</p>		
3.	Countryside Estate: Deer Callout Service	02.12.19	<p>1) The arrangements for the secure storage of shotguns should be reviewed and Rangers reminded/advised of these requirements.</p> <p>2) Arrangements should be put in place to ensure that valid shotgun certificates are</p>	31.01.20	<p>Agreed Actions:</p> <p>As set out below</p> <p>1) Review by end Dec 19</p>	N/A	N/A

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			held by Rangers. 3) The removal/return of shotguns/shotgun cartridges from the gun cabinets should be recorded.		2) To be checked by end Nov 19 plus every March / April thereafter as part of MPC 3) Recording system in place by end Dec 19 Status: Overdue Update to be provided as a separate agenda item at this Committee Meeting		
4.	Special Education Needs and Disability (SEND) - Joint Inspection - Second Stage	30.07.20	The issues identified in the audit of this report should be reviewed and addressed including: <ul style="list-style-type: none"> • The development of a multi-agency working protocol. • Clarification has been provided with regard to the activities to be undertaken in relation to actions 3.1e, 3.2h 4d/5a,5c, and 7g. • A review of the effectiveness of the EHCAP subgroup. • The development and recording of outcomes and measures of success in relation to the WSOA priorities. • The development of processes that ensure the transition of completed actions through to business as usual. • The accelerated roll out of the SEND District Model. • Risk monitoring arrangements. 	30.09.20	Agreed Actions: <ul style="list-style-type: none"> • Ensure that the agreed multi agency protocol has been developed and agreed • Review of the WSoA and accountability of the leadership and governance group to hold the other subgroups to account • Review the purpose and themes of the subgroups so that they focus on the priorities identified within the WSoA as well as addressing emerging priorities • Provide a more strategic overview of the WSoA so that outcomes and measures of success are clear and become business as usual • The pace of the roll out of the SEND hubs across the 8 districts to reflect the current context of the COVID-19 pandemic. Develop virtual methods 	N/A	N/A

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					<p>to ensure hub meetings are able to continue.</p> <ul style="list-style-type: none"> Risk monitoring is undertaken within each of the governance layers and is reported by the revised management subgroup <p>Status: Overdue</p> <p>Update to be provided as a separate agenda item at this Committee Meeting</p>		
5.	Special Education Needs and Disability (SEND) - Joint Inspection - Second Stage	30.07.20	The arrangements for maintaining the evidence bank should be reviewed in light of the issues raised and the SPG made aware of the procedures put in place. As a minimum, responsibilities for updating the WSOA and evidence bank should be clearly identified. It should be clear what needs to be evidenced and how this should be recorded. In addition, a process for ensuring the evidence bank is updated and that the content is complete and accurate for all completed actions should be determined and introduced.	31.07.20	<p>Agreed Action:</p> <p>Review the arrangements for maintaining the evidence bank to capture actions completed and impact on outcomes</p> <p>Clear responsibilities for updating the WSoA and evidence bank are established</p> <p>Review the current evidence in the evidence bank and include additional evidence to support the completion of actions</p> <p>Status: Overdue</p> <p>Update to be provided as a separate agenda item at this Committee Meeting</p>	N/A	N/A

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6.	SEND Transformation - Governance - Decision Making Groups	30.07.20	The Variation to Procurement Regulations should be reviewed and if required extended to cover all decision making across Locality and County DMGs. Also, management should consider introducing a system of approval to ensure decision making remains effective	01.09.20	<p>Agreed Action:</p> <p>Variation to Procurement Regulations for County DMG has already been drafted and in the process of being approved. As part of the TOR refresh and enquiries will be made with Procurement to confirm if this variation needs to be extended to Locality Managers.</p> <p>Status: Overdue</p> <p>Update to be provided as a separate agenda item at this Committee Meeting</p>	N/A	N/A