

**Summary of Recommendations and Management Responses from Internal Audit Reports
issued Quarter 1, 2021/22**

Report Reference	Recommendation	Risk Rating¹	Responsible Officer	Management Response and Target Implementation Date (TID)
Corporate Governance: Council's response to Covid with specific focus on communication of the Council's objectives and outcomes – 21 June 2021				
4.3.1	A review should be undertaken of the homeworking environment for staff and of the set-up of work equipment in home locations.	Low	Internal Health & Safety Officer	Ongoing: Internal H & S officer has DSE discussions with relevant staff and arrangements made for alternative equipment where necessary (including covid-secure visits to Riverside House to source/collect items such as chairs). An on-line DSE assessment form has been developed in June and AssessNET is able to email DSE assessments directly to staff working from home. TID: End of June 2021.

¹ Risk Ratings are defined as follows:

- High: Issue of significant importance requiring urgent attention.
 Medium: Issue of moderate importance requiring prompt attention.
 Low: Issue of minor importance requiring attention.

Report Reference	Recommendation	Risk Rating¹	Responsible Officer	Management Response and Target Implementation Date (TID)
	DSE information and advice be made readily available to staff working from home or remotely.	Low	Internal Health & Safety Officer	Health and safety page to be reviewed and updated with current advice. TID: End of July 2021.
Insurances – 7 June 2021				
4.3.2	The Senior Management Team should be reminded to contact the Insurance and Risk Officer when purchasing high value items or property to ensure they are included in the insurance policy.	Low	Audit and Risk Manager	A reminder will be issued at SMT. TID: End of June 2021