

CURRENT IMPLEMENTATION POSITION FOR LOW AND MEDIUM RISK RECOMMENDATIONS
ISSUED IN QUARTER 3 2016/17

RECOMMENDATIONS	INITIAL MANAGEMENT RESPONSE incl. PLANNED IMPLEMENTATION DATE (PID)	CURRENT STATE OF IMPLEMENTATION PER MANAGER
Corporate Procurement – 25 October 2016		
A review of the staffing of the Procurement Team should be undertaken with a view to examining the options to improve stability.	<i>Head of Finance:</i> A review of the Procurement function is planned to be commissioned which will consider the aspects that have been raised. PID: March 2017.	Options are currently being evaluated, by HoF and Deputy Chief Executive (AJ).
The next review of the SBRR should include a risk of not being able to recruit suitable procurement staff and detail the mitigations and actions required.	<i>Head of Finance:</i> Will be discussed with SMT when the SBRR is next reviewed. PID: 23 November 2016: SMT.	The SBRR reflects the potential loss of any key staff. The mitigations included in the SBRR should be able to be applied in the case of procurement staff.
Treasury Management – 9 November 2016		
Authorise the IT Help Desk to give Principal Accountant (Housing) access to the treasury management folders.	<i>Principal Accountant (Capital & Treasury Management):</i> Email request sent to ICT Helpdesk October 16 and access enabled. PID: Completed.	No response required.

RECOMMENDATIONS	INITIAL MANAGEMENT RESPONSE incl. PLANNED IMPLEMENTATION DATE (PID)	CURRENT STATE OF IMPLEMENTATION PER MANAGER
Corporate Health and Safety – 25 October 2016		
The policy and procedure documentation should be reviewed to ensure that it accurately reflects the current processes and any reference anomalies are removed.	<i>Corporate Health & Safety Coordinator / Building Manager:</i> Agreed. This has now been undertaken. PID: Completed.	No response required.
The documentation held on the Health & Safety team page of the intranet should be removed, with staff being directed to the AssessNet portal to assist with document version control.	<i>Corporate Health & Safety Coordinator / Building Manager:</i> Agreed. This has now been undertaken. PID: Completed.	No response required.
Relevant staff should be reminded of the need to provide a health and safety induction to any non-council staff working on behalf of the council.	<i>Corporate Health & Safety Coordinator / Building Manager:</i> Agreed. When staff ask for door passes / system access for contractors, they will be reminded of the need to provide an induction. PID: November 2016.	Contractor register in reception still ongoing with inductions.
Relevant risk assessments on AssessNet should be reviewed to ensure that noise hazards are appropriately covered.	<i>Corporate Health & Safety Coordinator / Building Manager:</i> Agreed. Risk assessments will be reviewed. PID: March 2016.	Risk assessments reviewed action completed.
Departments should be reminded of the need to send representatives to the Health & Safety Reps meetings.	<i>Corporate Health & Safety Coordinator / Building Manager:</i> Agreed. This will be raised with SMT. PID: October 2016.	Review of terms of reference with regard to Health and Safety groups meetings ongoing.

RECOMMENDATIONS	INITIAL MANAGEMENT RESPONSE incl. PLANNED IMPLEMENTATION DATE (PID)	CURRENT STATE OF IMPLEMENTATION PER MANAGER
Safeguarding – 7 December 2016		
The Officer Children's Champion should meet with the Member Children's Champions to explain their role and to agree a plan of work.	<i>Deputy Chief Executive (BH):</i> Agreed. DCEX (AJ) will arrange to meet with the Member Children's Champions. PID: 31 December 2016.	Met with Champions and subsequently a report was submitted to Overview & Scrutiny Committee covering areas of work to focus on.
A publicity and awareness campaign should be launched to remind staff of the warning signs and the appropriate response. Regular reminders should be issued thereafter.	<i>Deputy Chief Executive (BH):</i> Agreed. Publicity/ awareness campaign to be launched in the new year. DCEX (AJ) & HR/Media to discuss. PID: 31 March 2017.	Posters installed throughout the building and intranet item posted.
The status of the outstanding action points should be established and reported to members.	<i>Deputy Chief Executive (BH):</i> Agreed. Status of action points on the Improvement Action Plan to be reported to Members. PID: 31 March 2017.	This was done as part of the report to Overview & Scrutiny Committee.
Affordable Housing Development Programme – 31 October 2016		
The April 2010 Guidance for Developers document should be removed from the council's website.	<i>Housing Strategy & Development Manager:</i> This guidance has now been taken offline. PID: Completed.	No response required.

RECOMMENDATIONS	INITIAL MANAGEMENT RESPONSE incl. PLANNED IMPLEMENTATION DATE (PID)	CURRENT STATE OF IMPLEMENTATION PER MANAGER
Grounds Maintenance – 8 December 2016		
Formal, authorised, variation orders should be maintained for changes to the grounds maintenance contract with these being coordinated through a named officer.	<i>Green Space Development Officer:</i> Changes to the contract bill of quantities will be supported by formal contract variation orders in order to identify the changes made, both in terms of measurement and cost. PID: March 2017.	A system of logging variation orders is in place. Changes to the contract measurements/cost are used to amend contract payments on an ongoing basis, and contribute to an annual refresh of the contract bill of quantities.
Budgets for the relevant codes should be set in line with the known costs with budget managers for other codes being informed of the relevant figures to use.	<i>Green Space Development Officer:</i> Where contract variations have an impact on the allocated budget, agreement will first be sought from the budget manager, who can then make the necessary budget allocations. PID: March 2017.	There are ongoing discussions with budget holders where changes will impact on their budgets. It is proposed there will also be an overall contract review undertaken with budget holders prior to setting future year's budgets, to pick up potential growth/reductions, RPI etc.
Supporting documentation should be retained for the variable invoices received.	<i>Green Space Development Officer:</i> Contract variation orders will be raised for any work over and above the core contract. PID: December 2016.	As above.

CURRENT IMPLEMENTATION POSITION FOR HIGH RISK RECOMMENDATIONS

ISSUED IN QUARTER 1 2017/18

RECOMMENDATIONS	INITIAL MANAGEMENT RESPONSE incl. PLANNED IMPLEMENTATION DATE (PID)	CURRENT STATE OF IMPLEMENTATION PER MANAGER
Lone Worker Arrangements – 30 June 2017		
A review should be undertaken to identify other lone working system to ascertain whether they are better suited to the needs of the Council with trials being performed as necessary.	<i>Head of Health & Community Protection (SMT sponsor) and Building Manager / Health & Safety Coordinator:</i> Review the current pros and cons of the systems in place (formal and informal), review the needs of individual service/teams and evaluate the market for products which fit the needs of the organisation. TID: Jan 2018.	Work continues in this area to progress this action. Step changes in order to protect staff already actioned including provision of training, ensuring emergency and out of hours contact details are up to date.