

# Audit Improvement Plan Activities



**DORSET & WILTSHIRE**  
**FIRE AND RESCUE**

## Audit Improvement Plan Activities

### KEY FOR RECOMMENDATION PRIORITY

|                   |   |
|-------------------|---|
| <b>Priority 1</b> | - Findings that are fundamental to the integrity of the Service's business processes and require the immediate attention of management. |
| <b>Priority 2</b> | - Important findings that need to be resolved by management.  |
| <b>Priority 3</b> | - Findings that require attention.  |

### Critical Supplies and Supply Chains – Emergency Response – Director of Service Support

| Main Recommendations   | Priority | Management Response   | Implementation Plan  | Management Update  | Progress |
|--|----------|---|--|--|----------|
| <b>1.No periodic stock takes are completed between the annual stock-taking process in March.</b><br>We recommend that the Head of Assets considers implementing periodic Fleet (workshops) and Equipment stores stock take(s) in-year (of their highest volume/highest value inventory items/categories) in addition to the annual stock-taking process in March, to ensure that inventory counts remain accurate and to reduce the chance of inventory anomalies at year end. | <b>3</b> | We accept the recommendation and will embed a periodic fleet and equipment stock take in year with the first to take place in Q1 2022/23. | <b>Recommendation/Corrective Action:</b><br>Embed a periodic Fleet and Equipment stock take<br><br><b>Responsibility:</b><br>Head of Assets<br><br><b>Target Date:</b><br>30 June 2022 | This recommendation is now complete.<br><br>Fleet and Equipment now undertake an additional 6 monthly stock check, in addition to the existing annual full check. Usage and stock levels are continually monitored, as part of our business as usual practice. | Complete |
| <b>2.There is no supplier relationship guidance outside of formal contract.</b>  | <b>3</b> | The Service will develop revised Procurement  | <b>Recommendation/Corrective Action:</b>   | This is complete.  | Complete |

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|---|--|---------------------------------------|---|--|--|
| <p>We recommend that the Procurement Manager consider updating the existing Management of Contractor Procedure (AES3), or implement a stand-alone supplier relationship management protocol, to make clear the Service's expectations with regards to how to manage relationships with their key and non-key suppliers.</p> |  | <p>Contract Management Guidelines</p> | <p>Develop revised Procurement Contract Management Guidelines.</p> <p><b>Responsibility:</b><br/>Procurement Manager</p> <p><b>Target Date:</b><br/>31 March 2022</p> | <p>Guidelines published as part of the Procurement Policies and Procedures (FM8)</p> |  |
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