

Audit Improvement Plan Activities



DORSET & WILTSHIRE
FIRE AND RESCUE

Audit Improvement Plan Activities

KEY FOR RECOMMENDATION PRIORITY

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

Fixed Assets (Estates) – Director of Service Support

Main Recommendations	Priority	Management Response	Implementation Plan	Management Update	Progress
1. Staff resourcing requirements There is a need to determine the required staff resource to support the delivery of the Service's Energy Sustainability Strategy (ESS).	3	The Service has already identified the need for additional resources to support the future development of environmental sustainability across the Service. As part of the Assets department restructure an additional dedicated environmental post has been identified to lead the Service's approach and the delivery of its strategy. The restructure is currently being finalised as part of a wider review of resources.	Recommendation/Corrective Action: We recommend that the Service makes a clear plan for establishing the staff resource required within the Assets Department to support the delivery of the Service's ESS. Responsibility: Director - Service Support Target Date: 31 December 2022 Revised Target date: 31 Mar 2023	The structure required to deliver the environmental work has now been agreed. The Service is now adjusting resources internally to support the structure and specialist roles will go through the recruitment process. It is likely that whilst the structure is agreed, the recruitment process will mean that the timeline for delivery will be delayed. It is therefore proposed that the deadline date is moved to 31 March 2023.	Delayed

Safeguarding arrangements – Director of Community Safety

Main Recommendations	Priority	Management Response	Implementation Plan	Management Update	Progress
<p>1. Staff training is overdue for a small number of employees (five). We recommend that the Head of Prevention & Protection ensures that Level 2 training is scheduled as soon as possible for the remaining employees who are yet to complete their initial training, or refreshers. The Head of Service should also engage with the Safeguarding Lead, their partnered safeguarding board members, and the National Fire Chiefs Council (NFCC) network, to explore ways to make the safeguarding training as efficient to coordinate, and consistent in terms of content, as possible.</p>	3	<p>Training options are being explored to source a reliable training provider/platform (with appropriate content) for the delivery of level 2, 3 & 4 safeguarding training. Within new training packages and where content allows, future opportunities may exist where the service could further reduce the number of staff that need to receive level 2 training, thereby returning a cashable saving. This is dependent on the lower-level courses covering the required course content.</p> <p>Those staff with expired level 2 training should complete their requalification's prior to the end of Q1/2022/23. Those new staff who have yet to complete an initial course should complete their courses.</p>	<p>Recommendation/Corrective Action: Develop and integrate a revised safeguarding training package and ensure those with outstanding training complete as soon as possible.</p> <p>Responsibility: Safeguarding Lead</p> <p>Target Date: 30 November 2022</p> <p>Revised Target date: 28 Feb 2023</p>	<p>Work is underway to develop a new internal safeguarding package which is appropriate for the Service's needs. However due to resourcing issues and the recruitment process of the required safeguarding Co-Ordinator alongside priority safeguarding work, the original target date has been revised to 28 February 2023.</p> <p>Those who were out of date for training have all now been allocated a virtual college training. It is anticipated staff will have completed this by 31 December 2022.</p>	Delayed

		Q1/2022/23. In both cases, staff who do not hold a current qualification must not be allowed to undertake any work with vulnerable children or adults.			
2. Referral requirements There is an opportunity to improve safeguarding referral requirements across the Service. We recommend that the Head of Prevention & Protection considers raising awareness across the Service of safeguarding referral requirements and the processes involved through team and group meetings, in addition to the written guidance that is already in place.	3	All staff receive safeguarding input during their service induction and are required to undertake the mandatory level 1 safeguarding training. I would support the further engagement with team meetings across the service, with those groups who are engaged with members of the public to ensure that they are refamiliarised with the safeguarding process and the referral content/detail that is required so that demand on the safeguarding team is reduced, and that timely actions can be taken to resolve issues relating to abuse and neglect.	Recommendation/Corrective Action: Head of Prevention and Protection to request invitations for the Safeguarding Lead and/or Safeguarding Support officer to be invited to the area staff meetings. Responsibility: Area Manager Prevention and Protection Target Date: 30 November 2022	The safeguarding referral requirements have been delivered to the prevention and protection delivery staff. An input has been delivered at the Community Safety Directorate Team meeting for cascading to stations/watches.	Complete

Business Risk Management Arrangements – Director of Service Support

Main Recommendations	Priority	Management Response	Implementation Plan	Management Update	Progress
1. Business Risk Awareness Session It would be beneficial to introduce an awareness session, especially for new starters who may be involved with risk management	3	We will develop an e-learning package that provides awareness of the risk management. This will be added to the induction checklist to ensure that new starters with risk management responsibilities are provided with training and awareness.	Recommendation/Corrective Action: Develop an e-learning module and add to the service induction checklist to be a mandatory requirement for Station Manager level and corporate equivalent. Responsibility: Standards and Assurance Manager Target Date: 31 December 2022	Work is ongoing with Learning and Development to create an e-learning package	On Track