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 Environmental 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 March 2023	The structure required to deliver the environmental work was agreed in September 2022 and the revised posts have been through the Service's job evaluation process and are now included within the base budgets.	Complete

Safeguarding arrangements – Director of Community Safety

Main Recommendations	Priority	Management Response	Implementation Plan	Management Update	Progress
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.	3	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. 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.	**Recommendation/Corrective Action:** Develop and integrate a revised safeguarding training package and ensure those with outstanding training complete as soon as possible. **Responsibility:** Safeguarding Lead **Target Date:** 28 February 2023 **Revised Target date:** 30 April 2023	Work continues to develop a new internal safeguarding training package which is appropriate for the Service's needs and will give greater control over content and expiry dates. Due to staff absence this work has been delayed and a revised delivery date of 30 April is in place. Level 2 safeguarding training completion continues to make good progress with completion rates at 93.33% against a target of 95%. It is anticipated that this target will be achieved by the 30 April delivery date.	On-Track

		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.			

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	Business risk eLearning created and added to induction checklists	Complete

Records Management – Head of Corporate Support

Main Recommendations	Priority	Management Response	Implementation Plan	Management Update	Progress
1. Information Asset Register Access and Controls Information Asset Register - ensure that each entry has a record of the security measures in place, and who has access to the data.	3	We will review column M of the information asset register to ensure information relating to access and controls is complete.	**Recommendation/Corrective Action:** Ensure that the Information asset register is complete and up to date. **Responsibility:** Information Governance Manager **Target Date:** 31 January 2023 **Revised Target date:** 31 March 2023	The Information Asset Register has been reviewed and where additional information is required this has been annotated on the register. Of this work 50% is now complete with the remaining Information asset leads scheduled to update before end of March.	On track