

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.

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	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	All work is now complete. All four levels of safeguarding training are now above the required 95% target and the Service is working closely with the NFCC in relation to safeguarding training.	Complete

		<p>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>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.</p>			
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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	All work is now complete	Complete

Energy Management – Director of Service Support

Main Recommendations	Priority	Management Response	Implementation Plan	Management Update	Progress
1. Energy Management Awareness Training We recommend that a formal training programme for energy management and sustainability is produced and introduced into the new starter induction process	3	An E-Learning package will be developed for new starters to complete as part of the induction programme.	Recommendation/Corrective Action: Develop an e-learning module and add to the service induction checklist. Responsibility: Environmental and Compliance Manager Target Date: 31 July 2023	An environmental sustainability eLearning package has been developed and is in place for new staff joining the Service.	Complete