

Ref	Audit	Year	Action Owner	Priority	Report Issued	Original Target	Revised Target	Recommendation	Progress Update
01	Asset Management and Building Maintenance	2019/20	Estates and Facilities Manager	Medium	22/10/2019	31/12/2020	31/12/2022 30/06/2021	<p>A process mapping exercise should be carried out by the Estates officers to establish:</p> <ul style="list-style-type: none"> • the current process, • any duplication in resources, • improvements to be made in order to streamline the workflow, • how the current method of recording the data can be improved. <p>A review should be carried out to establish if there are any computer aided facility management (CAFM) systems which would be suitable and of benefit to the Fire Service.</p> <p>This review should consider whether a system could be developed internally via the Fire's IT service, which would also meet the requirements of the process mapping exercise carried out.</p> <p>If a decision is made that a CAFM system is required, this development should be approved via Service Leadership Team.</p>	<p>August 21 Update - The Service has brought forward two construction projects in 2021 (Darlington and Sedgefield). Therefore, timings of projects within the Estates strategy have been adjusted to accommodate these changes.</p> <p>This has resulted in the resourcing associated with the introduction of a CAFM system would need to be postponed until 2022.</p>
02	Recruitment & Selection	2019/20	HR Manager	Medium	14/01/2020	31/03/2020	31/12/2021 30/06/2021 31/12/2020	Service disposition logs be used and populated with details of data that has been destroyed.	July 21 Update – The team now has a retention schedule in place regarding its documentation and what is held on file. The HR

									<p>team are working towards GDPR compliance in line with this schedule and its asset register.</p> <p>A further internal audit is scheduled for this year to look at GDPR compliance within HR.</p> <p>Timescale further revised to 31/12/2021</p> <p>Feb 21 Update - The team now has a retention schedule in place regarding its documentation and what is held on file.</p> <p>The HR team are working towards GDPR compliance in line with this schedule and its asset register.</p> <p>This matter will need to be discussed with our DPO to agree an implementation as quickly as practicably possible.</p>
03	Information Governance	2020/21	Group Manager of Community Risk Management	Medium	07/07/2020	31/07/2020	31/12/2021 31/03/2021 31/12/2020	<p>The screening checklists developed by the ICO should be used to determine if data protection impact assessments (DPIA) are required for Community Risk Managements processes for collecting data.</p>	<p>July 21 Update - The service no longer has a Data Protection Officer. This is now looked after by an officer from Cleveland Fire Service.</p> <p>Timescale further revised to 31/12/2021</p> <p>Feb 21 Update - The Team Leader responsible for CFRMIS & CPOMS is currently absent with COVID 19 and we are</p>

									<p>unsure of the progress in these areas at this time.</p> <p>DPIAs are being written for the introduction of the new iPads, it is anticipated this will be complete by January 2021.</p>
04	Information Governance	2020/21	Group Manager of Community Risk Management	Medium	07/07/2020	31/07/2020	31/12/2021 31/03/2021 31/12/2020	<p>All records held by the service should be disposed of in line with the retention schedule.</p> <p>Disposition logs should be maintained of the records disposed.</p>	<p>July 21 Update – There is now a module in place but this needs to be tested</p> <p>Timescale further revised to 31/12/2021</p> <p>Feb 21 Update - The Team Leader responsible for CFRMIS & CPOMS is currently absent with COVID 19 and we are unsure of the progress in these areas at this time.</p> <p>The Fire Safety Privacy Notice has been updated to include a retention period and the information regarding paper records has been removed as they are now all destroyed. FI and CS still to complete.</p>
05	ICT Procurement	2021/22	ICT Manager	Medium	28/07/2021	30/09/2021	31/01/2022	<p>Procedures should be updated to include the relevant staffing levels/posts that are authorised to make a procurement request.</p> <p>The Whole Life Cycle Procedure should be reviewed and updated.</p> <p>The financial thresholds contained within the procurement policies need to</p>	<p>September 2021 Update – Policy to be reviewed in December 2021 so timescale revised to 31/01/2022</p>

								be revised to reflect those held in the Public Sector thresholds for 2020/21.	
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