

Update on all outstanding Priority 1 audit actions

Appendix B

1 Planning Enforcement Final Report 23/3/23 (1 Action outstanding)

Agreed Action	Management Response-	Target date
The Local Enforcement Plan should be finalised and approved by Head of Development Management & Building Control as soon as possible and thereafter approved by Cabinet.	We have drafted a formal enforcement plan; this is yet to be ratified by cabinet and councillors	30/11/23

2 Transport Fleet Management Final report 20/12/21 (Substantial assurance – 1 P1 outstanding)

Agreed Actions	Management Response	Target date
LBM does not currently have a formal Fleet Management Strategy. A formal Fleet Management Strategy should be developed to identify LBM's fleet requirements both currently and in the future. Once a formal strategy has been developed, management should monitor performance in delivering the actions contained within the strategy, and against agreed performance management standards	<p>Updated comment October 2023.</p> <p>The service is currently drafting a strategy (project initiated) for the review of fleet and vehicle options with assistance of an external expertise, focusing on how to transition to and deliver fleet requirements and a decarbonised vehicle solution to meet service demands. Time scale for completion is December 2023.</p> <p>Additionally, the current service and maintenance requirements shall continue to 2025, but the service has reviewed and drafted a comprehensive and new specification for the future service provider in the management of the Council's workshop, providing a range of solutions from regular maintenance to vehicle procurement. Implementation is April 2025.</p>	31/12/23

3. Regulatory Services – Final Report 29/8/23 (2 P1 actions outstanding)

Agreed Action	Management Response	Target date
The Collaboration Agreement should be finalised and agreed with the final version reflecting the current practices and processes in place for the tri-borough Shared Regulatory Service	Updated comments October 2023 -These matters are still in progress. The IAA is now complete but requires sign-off. We are currently seeking advice on the correct route for this	22/4/24
The RSP Scheme of Management should be reviewed and updated to include the tri-borough borough management arrangements. As the Scheme of Management works alongside the Collaboration Agreement, the review of the scheme should be undertaken and agreed in line with the RSP Collaboration Agreement	Updated comments October 2023 - These matters are still in progress. The IAA is now complete but requires sign-off. We are currently seeking advice on the correct route for this	22/4/24

4. School Budget Monitoring Final Report 7/9/23 (4 P1 actions outstanding)

Agreed Action	Management Response	Target date
A formal and agreed process should be established to ensure that deficit meetings are held in advance of the 30 June deadline in order for a signed 1-year and 3-year budget, a signed Recovery Plan and 1-year Budgeted Cash Flow to be submitted and agreed This should include an agreed process for non-submissions. The council must ensure that prior permission from the Interim Executive Director of Finance and Digital and the Executive Director – Children, Lifelong Learning and Families Department.	Updated comments 11/10/23 -no real update other than to say discussions on going with Executive Director of CLLF and Executive Director of Finance and Digital re confirming actions.	31/3/24

<p>The LA through budget monitoring must ensure that schools that are facing financial difficulties and forecasting an unplanned deficit position are required to provide a recovery plan.</p> <p>Deficit Meetings between the LA and schools must be arranged, recorded and action followed up to ensure a recovery plan is submitted.</p> <p>Approval to agree a deficit budget must be obtained from the Interim Executive Director of Finance and Digital and the Executive Director – Children, Lifelong Learning and Families Department</p>	<p>Updated comments 11/10/23 - commented on report 3 weeks ago so no real update other than to say discussions on going with Executive Director of CLLF and Executive Director of Finance and Digital re confirming actions.</p>	<p>31/3/24</p>
<p>Deficit meeting and deficit recovery plan meeting must be arranged and held for all schools predicting a deficit budget.</p> <p>A formal agenda, minutes and outcome of the meeting should be documented with a copy provided to the school.</p>	<p>Updated comments 11/10/23 - commented on report 3 weeks ago so no real update other than to say discussions on going with Executive Director of CLLF and Executive Director of Finance and Digital re confirming actions.</p>	<p>31/3/24</p>
<p>The LBM Scheme for Financing Schools requires updating in line with the DFE guidance and updates provided since 2018.</p> <p>The 'Guidance on setting a Deficit budget' requires updating to remove Section C, as cashflow loans are not permitted under the DFE guidelines.</p>	<p>Updated comments 11/10/23 - commented on report 3 weeks ago so no real update other than to say discussions on going with Executive Director of CLLF and Executive Director of Finance and Digital re confirming actions.</p>	<p>31/3/24</p>

5. Sharepoint access permissions Final Report 25/7/23 (1 Outstanding action)

Agreed Actions	Management Response	Target date
<p>The files identified in the SharePoint public groups should be immediately removed from the sites. Public Groups on SharePoint should be identified, and a review carried out as soon as possible to confirm that sensitive information is not stored on the site.</p> <p>Once reviewed the possibility of making each site read only, for non-team members, should be considered.</p>	<p>Update October 2023: We removed the files identified. The project to check/reset permissions on all sites as part of the re-structure re-wiring project has not started yet as we still do not have sight of what the new structure looks like. A project manager has been assigned to the project by the Assistant Director but there has been very little progress.</p>	<p>30/4/24</p>