

Governance Action Plan 21/22

This Action Plan sets out the actions taken to address the Council's governance challenges for the 21/22 financial year. Where "limited assurance" has been identified, these are tracked by the Audit Committee until implemented or discharged.

No.	Issue	Action	Who	When	How is this monitored?
1.	Implement the actions identified in the Parking Administrative Processes Audit, which received "limited assurance".	<p>Formal regular stock checks are undertaken every month and instructions on how to do this have been included in the Parking Services Administration Officer's instruction sheet.</p> <p>A new process has been introduced to record details of parking books issued and there is improved labelling of boxes that are open and in use.</p> <p>Improved reconciliation of the parking permit system and the payment system has been implemented, which highlights any discrepancies in payments not made.</p> <p>All changes have been reflected in the Permit Processing Handbook.</p> <p>A lockable cabinet for permits is planned for the new Town Hall.</p>	Kate Wilson Dan Carberry	July 21 Autumn 22	Audit Committee
2.	Implement the actions identified in the Fleet Management Audit which received "limited assurance"	<p>Improvements to the Fleet Management Manual have been undertaken which includes reference to the Council's Incident and Accident Policy.</p> <p>The Council's Vehicle Policy now makes links to the Council's Procurement Policy, ensuring greater access to several Framework Agreements.</p>	Nigel Sheehan Paul Baker	August 21	Audit Committee

Most of the vehicle fleet are now fitted with vehicle trackers. The remainder (23) are awaiting fitment dates from Masternaut. These works are planned to take place between May and July 2022. Delays have been experienced from Masternaut.

July 22

Project team will be established during 2023 to consider future tracker contract which may include CCTV provision.

March 23

The Vehicle Policy is being updated to include the actions from the Council's Climate Change Action Plan. This will include reviewing operational fleet mileage and looking for operational efficiencies in distances travelled and through eco-driver training.

Ongoing

