

RECOMMENDATION TRACKING REPORT Q2 2022/23 - REC'S NOT IMPLEMENTED

Audit Title	Date Final Issued	Date of Follow up	Assurance Rating	Recommendations Not Implemented				
				Report Ref	Risk Rating	Agreed Imp. Date	Recommendation	Reason / Comments
Archives	09/12/21	28/07/22	Substantial	2.10.1	MR	Immediately	Consideration should be given to having an updated valuation carried out in order to ensure that the current value of the archive collection is fully covered.	Archives have considered this and there is no budget for a comprehensive revaluation of the collection.
				2.14.2	LR	Immediately	The GDPR Checklist should be reviewed on an annual basis and an updated copy sent to the Data Protection Officer each year.	Archives have filled in the checklist as requested but a conversation around these checklists needs to take place as in this case Kim Collis just sent it to himself as DPO
Trade Refuse & Skip Hire	14/10/20	31/08/22	Substantial	2.1.3	LR	Mar-22	The Head of Service should confirm whether the Duty of Care customer transfer notes are required.	The implementation delays are due to ICT not being able to support the procurement / installation of a new system. The service area has raised a corporate risk due to delays in the improvements. They are progressing as quickly as possible, though at a slow timescale dictated by ICT input.
Burials and Cremations - Swansea Crematorium.	19/05/22	06/09/22	Substantial	2.9.1 a)	LR	Jun-22	All staff should complete GDPR training every two years.	GDPR training – this is part completed due to unprecedented absences/illness etc; a reminder will be sent to mop up the outstanding few yet to complete the training.
Land Searches	17/06/21	22/07/22	High	2.4.2	GP	Apr-22	A Business Continuity Plan should be completed for the Land Searches Team.	The business continuity plan is still currently in progress and has yet to be completed.
Tourism & Marketing	24/05/22	08/09/22	High	2.3.5	LR	May-22	A monthly review of the Accounts Receivable system should be carried out to monitor and chase unpaid invoices.	A monthly review of the Accounts Receivable system will be carried out to monitor and chase unpaid invoices in September.

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Disaster Recovery & Business Continuity	21/03/22	09/09/22	Substantial	2.2.6 & 2.3.2 b)	LR	Jun-22	The costs of Recovery sites should be established with a formal assessment and decision taken. Related risks should be recorded in the Councils risk registers.	IT are in the planning stage of building a new data centre in the Guildhall so until this is complete its difficult to achieve the recommendation of identifying the costs of another recovery site.
Swansea Children's Centre & Mayhill Family Centre	30/06/22	13/09/22	Substantial	2.9.2	LR	Jul-22	The taking home of vehicles should be approved by the HOS with the employee paying the required contribution.	The manager has completed the form on line but have had no further comms as to whether this has been resolved.

Key

HR - High Risk. **MR** - Medium Risk. **LR** - Low Risk. **GP** - Good Practice.