Internal Audit Update Report for the Audit Committee December 2023

This document has been prepared for the Audit Committee to provide a status update in relation to the Force's actions arising from Internal Audit Inspections.

The current Force register includes 26.5 recommendations, with the oldest having been published in August 2022. The table below provides a 'quick' summary of the live actions:

Report	High Priority	Medium Priority	Low Priority	Comment
Cyber Security		1 (1)		Action identified as complete – awaiting review for closure by RSM.
IOM			1	One remaining action, partially closed in the follow-up and issued a revised action, linked to a 3rd party document – chased, awaiting receipt, within delivery date.
GDPR	0.5 (0.5)		1 (1)	All remaining actions identified as complete – awaiting review for closure by RSM.
Overtime			2 (2)	2 Low actions remaining, identified for closure – awaiting review for closure by RSM.
Sickness Absence 2023		2	1 (1)	Actions progressing, 1 action identified as complete. Remainder on target.
Training	1 (1)	4 (4)	10 (6)	New Actions, 11 identified as complete, remainder ongoing and within delivery dates.
Vetting		3		New actions, anticipated to be ready for closure by the January revisit.
Total	**1.5 (1.5)**	**10 (5)**	**15 (10)**	

(*) numbers in brackets represent actions identified as complete by the Force, awaiting RSM Follow-up review.

Of the 26.5 recommendations 16.5 have been identified, so far, as complete by the Force; as these have to be signed off by the auditors, they will remain on the action plan as "Closed locally awaiting sign off" until this is fulfilled.

The remaining live actions continue to be monitored, with regular updates provided by their owners.

The action plan below provides further details of the 'live' actions with status updates from the action owners.

It should be noted that the RAG (Red, Amber and Green) rating descriptors have been amended to reflect the completion status of the recommendation. The colour key and other details can be found at the end of the report.

Gill Currie
HMIC Liaison Officer
Cleveland Police

No.	Report	Action Owner	Management Action	Implementation Date		Action Progress	Delivery Group	Status
				Original	Revised			
498	Cyber Security Review 2022 Sponsor: Head of ICT	Information Security Manager	**Revised action issued February 2023:** Management will logically enforce stronger password requirements for privilege accounts. **(Medium)** **Original action:** Management will reconfigure existing logical password configurations to meet current best practice guidance and increase robustness. It is recommended that reputable external guidance (such as that issued by the NCSC) is used as a baseline for this. In addition, management will logically enforce stronger password requirements for privileged accounts. **(High)** A privileged account is a login credential to a server, firewall, or another administrative account.	**31 August 2023**	**31 December 2023**	**Report Published August 2022 Presented to Audit Committee September 2022** **Update September 2022** 1. **Passwords Security Operating Procedure**, Cleveland Police, Version: 1.1 (15 August 2022, Phil Brooke, Information Security Manager) 2. **Passwords Security Operating Procedure – Rationale,** Cleveland Police Version: 1.0 (16 September 2020, Phil Brooke, Information Security Manager). The AD enforced domain password policy; screen shot attached, matches the requirements of 1 above. External guidance used to form policy is documented in 2 above. The domain administrators are required to follow the guidance and use password tools with regards to strong privileged accounts documented in 1 above, screen shot attached. Next test of compliance due w/c 21st Nov ITHC. ITHC (IT Health Check) Pen Test recommendation (BR3-06) lock-out count reduction from 5 to 3. Agreed 4 due to recent lengthening of the password and concerns over unnecessary lockouts. Next review due w/c 21st Nov ITHC. Procedures and screenshots provided as evidence Action Complete **February 2023 – this action was reviewed as part of the Follow-up review in January 2023. The action has been considered as partly implemented. A revised action and implementation date has been issued – detailed in the appropriate columns.** **Update April 2023** A major review of password controls is being presented to the Information Assurance Board (IAB) meeting on 26 April. This includes the recommendation to "logically enforce stronger password requirements for privilege accounts". The stronger requirements are part of that review. ICT are reviewing technical enforcement options. **Update June 2023** The specification for standard users is complete, described in the passwords SyOps v2 [1] and additional requirements for ICT [2]. (SyOps2 provided as evidence – this is an interactive document held on SharePoint). This is now being logically enforced w.e.f. 7 June. The Head of ICT is looking at a solution in relation to the privilege accounts. This is item 5 of *Unresolved matters and future work* from paper 5a of the IAB of 26 April 2023: "Differentiated password policies for admin users (expiry and minimum length)." This requires planning and testing by ICT as the usual approach to Windows enforcement isn't differentiated. "Fine-grained password policies" may be a way forward. **Update July 2023** The specification for standard users is complete, now being logically enforced. **Update October 2023** The requirement when the action was raised was to have a more complex password for privileged access, since then this has changed across the board, we can also now segregate out privileged accounts with a separate policy. What we require from a privileged user is to use a longer password for which a written policy was issued with a password generator. The action was to come up with a better way to enforce it. Since then the current user password policy has been extended to 17 characters for all including privileged users and is enforced by the domain. **Action Complete**	**Digital Services Group**	
502	Integrated Offender Management	CID Superintendent	**Revised action issued August 2023:** The IOM working Group Terms of Reference will be updated on a regular	**31 December 2023**		**Report Published September 2022 Presented to Audit Committee 15/12/2022** **Update March 2023**	**Policing Operations Delivery and**	

No.	Report	Action Owner	Management Action	Implementation Date		Action Progress	Delivery Group	Status
				Original	Revised			
	2022 Sponsor: Chief Superintendent and Head of Crime and Criminal Justice IOM Change Lead		basis in line with requirements. **(Low)** **Original Action** The IOM Working Group Terms of Reference will be reviewed and updated and approved, ensuring that its purpose, responsibilities, and reporting lines are consistent with the requirements of the project and are approved. **(Medium)**			The Terms of Reference and Structure, Key Priorities and Group Membership have been updated and provided as evidence. Action Complete. **Reviewed by RSM in the August 2023 Follow up – they found the action to be partly though not yet fully implemented. A revised action, priority and delivery date has been issued.** **Update November 2023** Probation service chased for the updated report. Action to be proposed as complete once received.	**Assurance Group**	🟧
516	General Data Protection Regulations 2022	Data Protection Officer	Upon appointment of the Information Governance Manager, there should be sufficient priority placed on the outstanding requirements outlined within the ICO Self-Assessment toolkit. **(Low)**	**31 October 2023**	**Complete**	Report Published November 2022 Presented to Audit Committee 15/12/2022 **Update February 2023** The post of Information Governance Manager is currently out to advert. An update will be provided once the successful candidate is in place. **Update April 2023** No further update to report, this action is reliant upon the Information Governance Manager who will perform and support a lot of this work. A Manager has been appointed, however is still in the pre-recruitment checks stage, so we await to confirm a start date. **Update July 2023** The Information Governance Manager is now in post and will be progressing this action. Implementation date noted. **Update September 2023** Evidence is provided to support the work that has been carried out and continues in relation to the outstanding requirements within the ICO Self-assessment toolkit. Evidence provided includes: - ICO toolkit work plan. - Example emails to evidence tasking. - Extracts from IAB performance indicators that show improvement towards completion of the ICO toolkit controls, along with the most up to date position, which documents the monitoring and progress Action complete	**Information Assurance Board**	🟩
518b	General Data Protection Regulations 2022	Data Protection Officer	b). Upon the appointment of the Information Governance Manager, a full review of each asset owner area will be conducted to identify areas where consent is required. Following the area review, a development plan will be created to prioritise areas which require consent. **(High)**	**31 October 2023**	**Complete**	Report Published November 2022 Presented to Audit Committee 15/12/2022 **Update February 2023** The post of Information Governance Manager is currently out to advert. An update will be provided once the successful candidate is in place. **Update April 2023** b). No further update to report, this action is reliant upon the Information Governance Manager who will perform and support a lot of this work. A Manager has been appointed, however is still in the pre-recruitment checks stage, so we await to confirm a start date. **Update July 2023** The Information Governance Manager is now in post and will be progressing this action. Implementation date noted. **Update September 2023** Work is progressing and should be complete by the delivery date. **Update November 2023** The review into consent has been completed and provided as evidence. The spreadsheet shows the entire RoPA entries (74), the items that initially had consent recorded against them can be filtered using column L. Following review, some entries have been ruled out of requiring consent, these can be filtered using column M. For those entries that do still rely on consent (18) a development plan is captured by RAG rating them in column P and documenting any remaining work in columns K and N, prioritised by RAG rating.	**Information Assurance Board**	🟩

No.	Report	Action Owner	Management Action	Implementation Date		Action Progress	Delivery Group	Status
				Original	Revised			
						Action complete.		
543	Overtime	System Administrator	The Oracle System Administrator Team will ensure multiple recalls to duty are processed manually on the payroll system. **(Low)**	**31 August 2023**	**Complete**	**Report Published July 2023 Presented to Audit Committee 28ᵗʰ September 2023** **Update September 2023** The outstanding recalls, identified during the audit, were actioned immediately. Email provided as evidence this has been completed. Action complete	**IMPACT Board / Strategic Workforce Planning Group**	
546	Overtime	Senior HR Business Partner	Once police officers have been assigned to the correct command on Oracle, as per the restructure, the Force will ensure police officers who have worked over 32 hours over a four-week period are reported at each monthly Management Team meeting across the commands. **(Low)**	**31 December 2023**	**Complete**	**Report Published July 2023 Presented to Audit Committee 28ᵗʰ September 2023** **Update September 2023** New Structure live as of 1 September 2023. Relevant overtime information for Officers who have worked over 32 hours over a four-week period will be reported via SLT packs from October 2023 onwards. **Update October 2023** Packs are being created for October following the structure changes. Further updates to follow in November with example of packs with any overtime information completed. **Update November 2023** Monthly Management packs include reporting of overtime over 30 hours, example of slide from pack (Names and collar number removed and taken relevant slide from the pack due to information contained in the pack). Dip sampling of packs October 23 onwards can be seen to provide further evidence. **Action Complete**	**IMPACT Board / Strategic Workforce Planning Group**	
548	Sickness Absence 2023	Senior HR Business Partner	Management will review the current completion KPI for the attendance management training in August 2023, and a new KPI will be determined to capture as many people as possible and a new timescale will be agreed. **(Medium)**	**31 January 2024**		**Report Published August 2023 Presented to Audit Committee 28ᵗʰ September 2023** **Update September 2023** End August 2023 achieved completion rate of 51%. As at 13 Sep now 54% completion. New KPI Target 100% Line Managers to have cascade session completed before end Jan 2024 and work is underway to meet this target by end Jan 2024. **Update October 2023** Completion rate as at 11 October 2023 61.3% work continues to work towards target for Jan 2024 **Update November 2023** Completion rate 62.5% at end of October. Looking at digital means to complete rest of sessions and meet required levels of attendance.	**People and Wellbeing Board**	
549	Sickness Absence 2023	Senior HR Business Partner	The People and Development Team will undertake quarterly dip sampling on all live sickness absence records to confirm they have retained all required documentation for the sickness period and to ensure management are appropriately updating Oracle in line with the agreed timescales documented in the procedural guidance. Results and trends from the dip sampling will be fed through the HR Business Partners to their associated Head of Service to allow them to take the appropriate action within their teams and departments. This will also be included in the data pack presented to the Head of Service on a quarterly basis so they can monitor staff discrepancies on the attendance management process.	**31 January 2024**		**Report Published August 2023 Presented to Audit Committee 28ᵗʰ September 2023** **Update September 2023** Plan currently being created which will focus on activities and actions to help reduce overall sickness %. Plan anticipated to be completed by end October 2023. **Update November 2023** Plan will be presented to the SWFPB by end of November 2023 with actions.	**People and Wellbeing Board**	

No.	Report	Action Owner	Management Action	Implementation Date		Action Progress	Delivery Group	Status
				Original	**Revised**			
			(Medium)					
550	Sickness Absence 2023	Senior HR Business Partner	Upon receipt of pay appeals and decisions from the People and Development Team, the Payroll Team will store all communication electronically for additional security and allow easy accessibility for future audits. **(Low)**	**30 September 2023**	**Complete**	**Report Published August 2023 Presented to Audit Committee 28th September 2023** **Update September 2023** Process has been adopted and payroll will now keep electronic copies of confirmation from P&D moving forward. Dip sampling can be obtained in any future audit as evidence. Action complete	**People and Wellbeing Board**	
551	HR Training 2023	Head of Learning and Development	The Developing You, Learning and Development Policy or the Learning and Development Procedure will be updated to record the training that is mandatory for officers to complete and outline roles and responsibilities for managing in-person training between departments. Once the policy and procedure is approved, the documents will be made available and communicated to all officers. **(Low)**	**31 January 2024**		**Report Published September 2023 Presented to Audit Committee xxx 2023** **Update October 2023** Draft overarching policy being finalised ready to consult, during Nov/Dec 2023 with then request for approval following consultation. The policy will include a link to the L&D SharePoint site which records details of training that is mandatory. Further updates will be provided following consultation.	**People and Wellbeing Board**	
552	HR Training 2023	Head of Learning and Development	The Force will ensure the decision and approval to mandate training will be recorded for example within the relevant action and decision log. This will be included as an agenda item at the Learning and Development Governance Meeting. **(Low)**	**31 October 2023**	**31 December 2023**	**Report Published September 2023 Presented to Audit Committee xxx 2023** **Update October 2023** There have been no recent requests to mandate training since the June/July review, There has been a verbal request for mandated training which will be submitted to an L&D governance board. Once this has been reviewed copies of the agenda and the action and decision log will be provided. **Update November 2023** No meeting held in November. The December meeting will consider any requests for mandatory learning and a copy of the decision and action log will be provided with the outcome.	**People and Wellbeing Board**	
553	HR Training 2023	Learning and Development Manager	The Force will review College Learn to ensure the requirements to complete refresher e-learning are accurately set and assigned to the correct groups. **(Low)**	**31 October 2023**	**Complete**	**Report Published September 2023 Presented to Audit Committee xxx 2023** **Update October 2023** Review completed and college of learn is now structured as below: +Mandatory Learning by Rank/Role +Annual Mandatory Learning +Bi-Annual Mandatory Learning +Tri-Annual Mandatory Learning The user can see which e-learning is aligned to their role. The POWER BI dashboard reflects this with direct access to college learn. Screen shot of college of learn showing how this is viewed on college of learn provided as evidence. **Action complete**	**People and Wellbeing Board**	
554	HR Training 2023	Learning and Development Manager	The welcome email sent to officers once a College Learn account is created, will be updated to clearly signpost officers to the course catalogue on College Learn, which details the e-learning training that is mandated to officers and any requirements to refresh mandatory e-learning training. **(Low)**	**31 October 2023**	**Complete**	**Update October 2023** The welcome email provides a link to the College Learn – eLearning Guide which tells new starters how to login into College Learn and also how to locate mandatory training. The information is also included as an attachment should the individual not be able to access the link. **Evidence** – A scanned copy of an email (names redacted) that has been sent to a new starter on 9 October 2023 is included which confirms the wording of the email. **Evidence** – A copy of the eLearning Guide that is attached to the email is also provided. **Action Complete**	**People and Wellbeing Board**	

No.	Report	Action Owner	Management Action	Implementation Date		Action Progress	Delivery Group	Status
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555	HR Training 2023	Learning and Development Manager	The Force will introduce a mechanism to monitor driver training compliance for officers so that officers and supervisors have access to accurate training expiry information so driving training refresher requirements are known. The Force will review the controls in place to prevent officers without an appropriate level of driver training being able to drive certain police vehicles, e.g. a vehicle with blue lights. **(Medium)**	30 April 2024	Complete	**Report Published September 2023 Presented to Audit Committee xxx 2023** **Update November 2023** Driver Training Manager will email to Line Managers to advise upcoming expiry of driver training. Managers will review their areas and individuals will book themselves onto the course. This activity is in addition to managers and individuals being able to see driver training expiry on the Oracle system. Evidence provided of email sent to Managers. Line Managers will be aware of their teams' abilities and restrictions and when booked onto training. If driver training expires individuals will still be able to drive Police vehicles with their basic training and normal drivers' licence but are unable to carry out blue light activity (go at excess speeds, chase suspects, drive through red lights etc.), they can only do this if they are within their relevant driver training. The activity that they will be able to do still allows them access to drive Police vehicles. Action Complete	**People and Wellbeing Board**	
556	HR Training 2023	Recruitment Manager and supervisors	The Force will ensure learning records for officers transferring from another force are obtained within a reasonable timeframe and recorded on Oracle. Where learning records are not obtained from the previous Force within an agreed timeframe, the officer will undertake mandatory training as required by the Force. **(Low)**	31 October 2023	Complete	**Report Published September 2023 Presented to Audit Committee xxx 2023** **Update October 2023** Upon confirmation and acceptance of role, recruitment will request copy of relevant training records from the applicants previous force, with a deadline date (normally three weeks from request). Evidenced by copy request letter. Forces will provide information in different formats but if training records not received will send chase email to Force. Copy of email chase provided as evidence (redacted). Recruitment will send L&D copies of training records or confirmation of not receiving records from the other Force for each transferee at least a week before the start date. Copy of a training record (redacted) provided as evidence. Recruitment and L&D will send training records to training admin to update Officer records. Evidence copy of email sent to Manager of training admin. These will be updated on the system and reported through the power bi information. L&D also provide transferees with an Individual skill learning plan to complete. This has a section for refresher training to be completed. Evidence blank copy of form provided. If individuals' records are not received or the timescales for refresher differ to Cleveland requirements, then the individuals will be expected to complete the relevant training. Where necessary they will be booked onto relevant courses or will complete via e learning.	**People and Wellbeing Board**	
557	HR Training 2023	Learning and Development Co-ordination Manager / RMU	The Driver Training Team will ensure that the Training Administration (TA) Team is informed of officers booked to attend the initial basic driver assessment training. The date the officer is booked to attend the training will be recorded on the Oracle system by the TA Team to ensure officers receive automated emails to inform and remind them of upcoming training. **(Low)**	31 December 2023	Complete	**Report Published September 2023 Presented to Audit Committee xxx 2023** **Update November 2023** The process is: • The Driver Training Unit arrange a suitable date with the Initial learning team to visit LDC and conduct driving assessments, this is normally a couple of weeks prior to the end of the initial learning period. • The student officers are advised by their trainer of the date as part of the initial learning period (as they are with the trainer at the time no email required as forms part of their initial learning period) • The driver training team complete the training at the LDC on the agreed date. • A record is made (see evidence), confirming who has attended the training and if they have passed or not passed the assessment.	**People and Wellbeing Board**	

No.	Report	Action Owner	Management Action	Implementation Date		Action Progress	Delivery Group	Status
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						• The record is uploaded the internal learning and development SharePoint site. • The training admin team, access the document on the L&D site and will then update the individual's training records on the Oracle system appropriately showing the attendance and if passed or not. **Evidence** Copy of basic driver training record which will be uploaded to the L&D SharePoint site for training admin to update the individual's training records. Action Complete		
558	HR Training 2023	Inspector RMU	The RMU will utilise the PowerBI dashboard to export data which details the expiry dates for first aid and personal safety training to identify officers requiring refresher training and book officers onto refresher training courses. **(Medium)**	Implemented – process in place since audit.	**Complete**	**Report Published September 2023 Presented to Audit Committee xxx 2023** **Update November 2023** Power BI will show an expiry date of individual and teams which can be accessed by Line Managers and the individuals themselves. The process followed is with training admin and RMU to review and book training as below: • Training Admin will send monthly reports to the RMU team to show expiry dates for PST and Frist aid for every officer (taking off individuals who are abstracted for various reasons e.g., LTS sick or maternity leave) • Also send a report that shows who is booked on a course in the future which will then show who needs to be booked on a course. • RMU will then look to allocate a date for anyone who is approaching expiry or expired who are not already booked on a course. • RMU will then send a spreadsheet daily to training admin and ask them to book the relevant individuals onto the allocated training date. **Evidence provided – NOTE Names and Collar numbers have been removed.** A copy of the tracker sent from RMU to training admin confirming date allocated for individual for training admin to book on a course. A copy of the reports that goes to RMU. One showing First aid expiry list which has if not expired, expired, or approaching expiry. One showing First aid who is booked on a course, which lists each different type of first aid course and if refresher or full course. **Action Complete**	**People and Wellbeing Board**	
559	HR Training 2023	Head of Business Support	The Force will review the Oracle system to ensure non-attendance at training triggers an automated email to the relevant officer's supervisor to inform them of non-attendance. **(Low)**	**30 April 2024**		**Report Published September 2023 Presented to Audit Committee xxx 2023** **Update November 2023** Work being undertaken to review the Oracle system further updates will be provided once this has been concluded.	**People and Wellbeing Board**	
560	HR Training 2023	Learning and Development Manager	The Force will issue a communication outlining the mandatory e-learning packages to all officers, and outline the requirements for completing the packages. The responsibility for ensuring officers complete the training will be communicated to supervisors. **(Low)**	**31 October 2023**	**Complete**	**Report Published September 2023 Presented to Audit Committee xxx 2023** **Update October 2023** Updates have been cascaded through internal news recently to confirm mandatory training requirements examples are below: Message Board - Mandatory Health and Safety in the Workplace... Message Board - Mandatory e- Learning Sexual Harassment in... Message Board - E-Learning PowerBi Dashboard **Action Complete**	**People and Wellbeing Board**	
561	HR Training 2023	Chief Inspector Learning and Development All Force Chief Inspectors	The Force will review the e-learning training compliance reports from College Learn to identify officers who have not completed mandatory e-learning training, including refresher e-learning training. This information will be cascaded to the	**31 January 2024**	**Complete**	**Report Published September 2023 Presented to Audit Committee xxx 2023** **Update November 2023.** Power BI confirms all completed and outstanding eLearning, and all Line Managers and Individuals can access their own e learning. College of Learn breaks down packages required for each Individuals roles which is available for them to view., Power Bi toll can be seen by	**People and Wellbeing Board**	

No.	Report	Action Owner	Management Action	Implementation Date		Action Progress	Delivery Group	Status
				Original	Revised			
			relevant teams and supervisors for actioning. The Force will assign responsibility to the relevant group or team to provide central oversight of the above to ensure actions are taken to address mandatory e-learning training**. (High).**			auditors when on site. Messages to All have been sent to confirm E learning needs to be completed. Overall reporting is currently completed in Strategic Workforce Planning Board on a monthly basis. Evidence of reporting to SWFPB please see action 563. **Action Complete**		🟩
562	HR Training 2023	Learning and Development Manager	The Force will ensure a plan for undertaking peer reviews for personal safety training is produced and that observations are undertaken in line with the plan. **(Low)**	**31 December 2023**		**Report Published September 2023 Presented to Audit Committee xxx 2023** **Update October 2023** Peer reviews are conducted by Public and Public Safety Training team members. The process is underway and will be reviewed in November 2023 to ensure it is fit for purpose. Further updates and evidence will be provided following review.	**People and Wellbeing Board**	🟧
563	HR Training 2023	Learning and Development Co-ordination Manager	The Force will ensure observations are undertaken of first aid training provided to officers on a cyclical basis to ensure quality of training is monitored and areas for improvement are addressed. **(Low)**	**31 December 2023**	**Complete**	**Report Published September 2023 Presented to Audit Committee xxx 2023** **Update November 2023** Observation carried out 24 Aug 2023 on First Aid Training. Evidence provided of notes from the observation, confirmed list of areas that were observed and noted on observation notes. No further action was required from this observation. These kinds of reviews are carried out regularly (Next one due in December 2023) **Evidence provided** Copy of notes from observation of First Aid course Aug 2023. Action Complete	**People and Wellbeing Board**	🟩
564	HR Training 2023	Learning and Development Manager	The Force will consider its approach to obtaining feedback and evaluating the effectiveness of courses through the e-learning system, noting that the Force cannot affect changes to College Learn packages. **(Medium)**	**31 December 2023**	**Complete**	**Report Published September 2023 Presented to Audit Committee xxx 2023** **Update November 2023** Course surveys are automated on the College of Learn e learning system and will also include knowledge testing on appropriate e learning. Any feedback provided on the surveys will be considered by college learn team and any relevant changes made. **Evidence provided – learning screen shots** **Action complete**	**People and Wellbeing Board**	🟩
565	HR Training 2023	Learning and Development Co-ordination Manager	The Force will ensure compliance of mandatory e-learning and in-person training is reported on a routine basis through the relevant governance arrangements, and ensure any instances of non-compliance are addressed and monitored. **(Medium)**	**31 January 2024**	**Complete**	**Report Published September 2023 Presented to Audit Committee xxx 2023** **Update November 2023** Power BI information is available for individuals and Line Managers at any time to review mandatory e learning. This was reported to the Strategic Workforce Planning Board meeting in October 2023, which confirmed (following a review) the require mandatory e learning requirements for the Force. The evidence slide shows the Force completion rates for each mandatory e learning as of 11 October 2023. Related to action 561. See also action 555 where driver training is highlighted to Line Managers with training expired/due to expire. **Evidence provided** Copy of SWFPB Slide showing Mandatory E Learning. **Action Complete**	**People and Wellbeing Board**	🟩
566	Vetting 2023	Vetting Manager	The Force will undertake a dip sampling	**31 March 2024**		**Report Published October 2023 Presented to Audit Committee xxx 2023**		🟧

No.	Report	Action Owner	Management Action	Implementation Date		Action Progress	Delivery Group	Status
				Original	Revised			
			exercise on cleared applants to identify if there are consistent issues where supporting evidence has not been uploaded or retained on CoreVet as per the APP guidance. **(Medium)**			**Update October 2023** Plan of action agreed, first dip sample results expected in 3 months.		
567	Vetting 2023	Force Vetting Manager Citizens in Policing Coordinator	The Force Vetting Manager will instruct a volunteer vetting audit to be conducted in conjunction with the Citizens in Policing Coordinator to confirm that volunteers remain active and vetting clearance is still required. This audit will be kept under review and conducted at least annually to ensure regular review. Decisions in respect of vetting status will be made in line with the 're-joiners' section within the Code of Practice on Vetting. For any current volunteers, it is recommended that the Force attach evidence of identification to the CoreVet system to ensure adequate audit trail is retained. **(Medium)**	**30 November 2023**		**Report Published October 2023 Presented to Audit Committee xxx 2023** **Update October 2023** Work in progress		
568	Vetting 2023	Vetting Supervisor	The Force will ensure audit evidence such as rationale is retained to confirm they have appropriately reviewed the access to the CoreVet system and confirmed the users are appropriate. Upon completion of the audits, evidence retained will be stored centrally. **(Medium)**	**30 November 2023**		**Report Published October 2023 Presented to Audit Committee xxx 2023** **Update October 2023** Work in progress		

Reference key to Audit Reports:

Report Title	Grading	Published	Presented to Audit Committee
Cyber Security	Reasonable Assurance	August 2021	29/9/2022
GDPR	Not graded	November 2022	15/12/2022
HR Training	Partial Assurance	September 2023	
Integrated Offender Management	Reasonable Assurance	September 2022	15/12/2022
Overtime	Reasonable Assurance	July 2023	28/9/2023
Sickness Absence 2023	Reasonable Assurance	August 2023	28/9/2023
Vetting	Reasonable Assurance	October 2023	

Colour Code for actions – final column	
	Complete; awaiting sign off by the auditors
	Recommendation being progressed
	New Action – first update not yet requested/received
	Action against the recommendation to commence