



## Internal Audit Update Report for the Audit Committee December 2025

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 30 recommendations, with the oldest having been published in June 2024. The table below provides a 'quick' summary of the actions:

Report	High Priority	Medium Priority	Low Priority	Comment
ICT Security Controls		2 (2)	3 (3)	All actions identified as complete. Awaiting sign off by RSM.
Payroll			3 (3)	All actions identified as complete. Awaiting sign off by RSM.
Business Continuity		1(1)	1 (1)	All actions identified as complete. Awaiting sign off by RSM.
Data Protection		2		Both actions remain ongoing
HR Medical Retirements			2 (2)	All actions identified as complete. Awaiting sign off by RSM.
Data Quality	1	3	1 (1)	1 action identified as complete, the others are underway and within target dates
Procurement		3	1 (1)	1 low action identified as complete, others on target
Firearms Licensing		1	1	Actions ongoing and within target dates
Vulnerability	1 (1)	3	1	1 action identified as complete, remainder from this new report ongoing
<b>Total</b>	<b>2 (1)</b>	<b>15 (3)</b>	<b>13 (11)</b>	

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

Of the 30 actions 15 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

## Summary of All Outstanding Internal Audit Recommendations – Oldest Implementation Date First

No.	Report	Action Owner	Management Action	Implementation Date		Action Progress	Delivery Group	Status										
				Original	Revised													
607	Select Key IT Security Controls 2024	Information Security Manager	Management will adequately track the status of findings from the penetration tests and vulnerability scans findings to ensure timely remediation of vulnerabilities and ensure that adequate tooling is utilised to track all vulnerabilities to remediation. <b>(Medium)</b>	30 September 2024	Complete	<b>Report Published June 2024 Presented to Audit Committee June 2024</b>  <b>Update July 2024</b> The flow chart, provided as evidence, shows a series of destinations for issues, including Cireson, the ISMS task list and the SecOps issues list. The latter is particularly important as it collates cross-team issues.  Action Complete	Digital, Data and Change Board											
610	Select Key IT Security Controls 2024	Information Security Manager via DDAC	Management will implement processes to ensure relevant buy-in from management responsible for ensuring staff completion of information security training. <b>(Medium)</b>	31 October 2024	Complete	<b>Report Published June 2024 Presented to Audit Committee June 2024</b>  <b>Update October 2024</b> Reporting is now regularly via (1) monthly report from Infosec to H/DDaT and (2) from IMU to Digital, Data and Change Board (DDaC). This shows measurement. There is a task item in the ISMS to repeatedly push messaging. This will be an ongoing matter. ISMS ticket PEP66FGD is on a weekly-repeat to consider messaging options that week and push out relevant messages. This now falls into business as usual.  Action Complete	Digital, Data and Change Board											
611	Select Key IT Security Controls 2024	Information Security Manager	Management will ensure that that incident trend tracking processes are implemented to allow for process improvements, this should include the collation, tracking, and analysis of incident data. <b>(Low)</b>	30 September 2024	Complete	<b>Report Published June 2024 Presented to Audit Committee June 2024</b>  <b>Update October 2024</b> The Force is making progress. The number of incidents has reduced to 78 incidents opened before October 2024, from 150 in early September. Completion anticipated by end November.  Action Complete	Digital, Data and Change Board											
612	Select Key IT Security Controls 2024	Head of ICT Services and Operations	Management will actively track and monitor non-network connected assets as part of the asset management programme. Management will determine which assets to formally track (e.g. monitors) and which are to be classed as consumables (e.g. keyboards and mice). <b>(Low)</b>	31 October 2024	Complete	<b>Report Published June 2024 Presented to Audit Committee June 2024</b>  <b>Update October 2024</b> Recommended for CLOSURE at DDaC in October 2024. Rationale: “tracking of some particular assets (e.g., monitors) will now be via Vivatrack, facilitated by ICT Support colleagues. This work has started.” It is essentially business-as-usual for the ICT Support team.  Action Complete	Digital, Data and Change Board											
613	Select Key IT Security Controls 2024	Information Security Manager	Management will include target due dates for mitigation actions within the Information Security risk register. <b>(Low)</b>	28 February 2025	Complete	<b>Report Published June 2024 Presented to Audit Committee June 2024</b>  <b>Update October 2024</b> This work is planned to take place in late November.  <b>Update January 2025</b> All risks on the ISMS risk register have been reviewed. In some cases, these risks have monitoring actions rather than requiring anything specific. 17 risks were closed in the last month following review.  At this point in time,  <table><tr><td>Risks at report time:</td><td>41</td></tr><tr><td>Risks overdue for review:</td><td>0</td></tr><tr><td>Risks without review date:</td><td>0</td></tr><tr><td>Risks for review &lt;= 1m:</td><td>13</td></tr><tr><td>Risks for review &gt;1m and &lt;=3m:</td><td>10</td></tr></table>	Risks at report time:	41	Risks overdue for review:	0	Risks without review date:	0	Risks for review <= 1m:	13	Risks for review >1m and <=3m:	10	Digital, Data and Change Board	
Risks at report time:	41																	
Risks overdue for review:	0																	
Risks without review date:	0																	
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Risks for review >1m and <=3m:	10																	

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						<div> <div>Risks for review &gt;3m and &lt;=6m: <a href="#">2</a></div> <div>Risks for review &gt;6m and &lt;=1y: <a href="#">8</a></div> <div>Risks for review &gt;1y and &lt;=2y: <a href="#">8</a></div> </div> <p>The table above is generated daily on the ISMS ticket server (<a href="#">ISMS ticket report</a>), so we have better sight of this.</p> <p><b>Action Complete</b></p>		
614	Key Financial Controls – Payroll 2025	Strategic Finance Manager	The most recent version of the Corporate Governance Framework will be made available via the Police and Crime Commissioner for Cleveland website. <b>(Low)</b>	31 December 2024	Complete	<p><b>Report Published January 2025 Presented to Audit Committee March 2025</b></p> <p><u>Update March 2025</u> The Office of the Police and Crime Commissioner update their website with the latest version of the Corporate Governance Framework following Joint Audit Committees. Screen shots provided as evidence.</p> <p>Action Complete</p>	Strategic Workforce Planning Board	
615	Key Financial Controls – Payroll 2025	Head of Finance, Accounting and Payroll	Payroll control account reconciliations will be independently reviewed and signed off each month. <b>(Low)</b>	31 December 2024	Complete	<p><b>Report Published January 2025 Presented to Audit Committee March 2025</b></p> <p><u>Update June 2025</u> Monitoring of payroll accounts takes place as part of month-end process signed off by the Head of Financial and Payroll services. The completed spreadsheet has been provided as evidence.</p> <p>Action complete.</p>	Strategic Workforce Planning Board	
616	Key Financial Controls – Payroll 2025	Resourcing Assistant	New starter information entered on Oracle will be cross checked to ensure all information entered is correct and agrees back to the source documentation for accuracy. <b>(Low)</b>	31 December 2024	Complete	<p><b>Report Published January 2025 Presented to Audit Committee March 2025</b></p> <p><u>Update June 2025</u> Cross reference process carried out by HR. Spreadsheet provided as evidence.</p> <p>Action Complete</p>	Strategic Workforce Planning Board	
617	Business Continuity Planning 2025	Business Continuity Manager	Management will ensure that isolated staff not involved in drafting the plans are regularly made aware of their roles and responsibilities for specific elements of the business continuity plan activation process by the Department Heads and this responsibility to be updated in the Force BCP. <b>(Low)</b>	31 March 2025	Complete	<p><b>Report Published January 2025 Presented to Audit Committee March 2025</b></p> <p><u>Update April 2025</u> Reminder issued to all BC Leads/Champions to regularly advise staff of their roles in relation to their departments Business Continuity Plans.</p> <p>Email provided as evidence.</p> <p><b>Action Complete</b></p>	Specialist Capabilities Group	
618	Business Continuity Planning 2025	Business Continuity Manager	The Force will ensure that a full risk-based testing cycle priority list has been completed, including an analysis of all departments. This will include testing cycles for the departments listed and be approved and published on the Force's SharePoint system and shared with Department Heads. <b>(Medium)</b>	30 June 2025	Complete	<p><b>Report Published January 2025 Presented to Audit Committee March 2025</b></p> <p><u>Update May 2025</u> The Business Continuity Manager is working with National Business Continuity Leads to help devise an appropriate plan.</p> <p>The Force is in the process of recruiting a dedicated Business Continuity Manager, who will lead on this work. The recruitment is currently at the vetting stage as a higher level of vetting is required.</p> <p><u>Update September 2025</u> Following benchmarking with other forces to identify good practice; an annual testing cycle has now been implemented for all Departments; this includes an automated reminder for Department BC owners and a feedback form to evidence their testing. Additionally, a criticality table has been produced (RAG Rated) documenting the level of risk to the Force (not to be mistaken with Department's BIA/Department risk). The plan is flexible, in so much</p>	Specialist Capabilities Group	

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						<p>as, a department's review can be brought forward in the schedule if concerns are identified/raised.</p> <p>Evidence provided: Testing Cycle Schedule inc RAG ratings Screen shot of 'results' section of SharePoint</p> <p><b>Action complete</b></p>		
619	Data Protection 2025	Information Governance Manager	The Force will investigate the most effective ways to make staff aware of the bi-annual training and improve completion rates. Non completion of training will be monitored and chased to ensure that all staff complete the required training. <b>(Medium)</b>	30 September 2025	31 December 2025	<p><b>Report Published January 2025 Presented to Audit Committee March 2025</b></p> <p><b>Update May 2025</b> The training relates to:</p> <ul style="list-style-type: none"> <li>Managing Information (operational or non-operational as appropriate to role)</li> <li>Government security classification</li> </ul> <p>This training <b>must</b> be completed at least every two years.</p> <p>Training compliance is a force-wide issue that should be managed by supervisors as part of PDR processes, using the training dashboard as a monitoring resource.</p> <p>The Digital, Data and Change Board (DDaC) continues to receive reports from the Information Management Unit (IMU) on compliance.</p> <p>A review of infosec and data protection training is intended once the teams have sufficient capacity.</p> <p><b>Update October 2025</b> Non completion of training is monitored via Digital Learning team and current compliance across the Force requires improvement. Plan under draft to improve compliance and awareness of required training.</p>	Digital, Data and Change Board	
620	Data Protection 2025	Head of Digital Data and Technology	The Force will recruit and employ a permanent DPO with detailed roles and responsibilities. There will also be a Deputy DPO in place to ensure there is enough resource to cover all roles and responsibilities required of a DPO. <b>(Medium)</b>	31 July 2025	30 November 2025	<p><b>Report Published January 2025 Presented to Audit Committee March 2025</b></p> <p><b>Update October 2025</b> The Force has now recruited a permanent DPO with relevant roles and responsibilities. A new Information Rights Manager / Deputy DPO is to be identified during a Force restructure process.</p>	Digital, Data and Change Board	
636	HR: Wellbeing Framework / Medical Retirement	Head of People Operations, Wellbeing Manager	The Blue Light Framework (BLF) Action Plan will be reviewed and updated to ensure it accurately reflects the Force's current position. As part of this review, consideration will be made as to the format of the Action Plan to ensure a consistent format is used for each section. <b>(Low)</b>	31 July 2025	Complete	<p><b>Report Published May 2025 Presented to Audit Committee June 2025</b></p> <p><b>Update June 2025</b> The BLF action plan is currently being updated to have the most accurate data and will also be checked for terminology and gaps in each section which will be updated to ensure consistency.</p> <p>Once this has been updated then a copy of the BLF will be shared as evidence</p> <p><b>Update August 2025 – Request to Close</b> The BLF tracker has been updated and formatting has been aligned, ensuring that all sections have relevant owners/contributors, as per the action.</p> <p>Request to close this audit action with a copy of the updated BLF tracker provided as evidence.</p> <p>Workbook provided as evidence</p>	Tactical Workforce Planning Group	
637	HR: Wellbeing Framework /	Head of People Operations,	The Attendance Management Procedure and the supporting process flowchart for	30 June 2025	Complete	<b>Report Published May 2025 Presented to Audit Committee June 2025</b>	Tactical Workforce	

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	Medical Retirement	HR Policy Advisor	EMR will be reviewed and updated to outline that officers are provided with a HR contact as part of the EMR process, and that they can provide guidance and information regarding appeals. <b>(Low)</b>			<p><b>Update June 2025</b> The attendance management procedure has been updated in the medical retirement section 11.5 appeals process to include the below wording:</p> <p><i>'A nominated HR representative will be involved in the medical retirement process to provide support and advice to Individuals and Line Managers.</i></p> <p><i>Where an Individual wishes to appeal the decision of the medical practitioner (e.g., they have been advised that they are not suitable for medical retirement), the nominated HR team member will be able to provide guidance and information on the appeals process'</i></p> <p>Medical Retirement Process Flowchart - The overall Medical Retirement process flow chart has been updated and provided for evidence.</p> <p>Action Complete – both documents published</p> <p><b>Evidence</b> The new attendance management procedure and Medical Retirement Process Flowchart</p>	Planning Group	
638	Data Quality 2025	Records Manager	The Niche Data Quality Standards - Person Records document will be uploaded to the intranet and communicated to all relevant staff and officers. <b>(Low)</b>	31 August 2025	Complete	<p><b>Report Published September 2025 Presented to Audit Committee September 2025</b></p> <p><b>Update October 2025</b> The Niche Data Quality Standards - Person Records document has been uploaded to the intranet and communicated to all relevant staff and officers.</p> <p><b>Evidence</b> Document and message provided.</p> <p>Action complete</p>	Digital, Data and Change Board	
639	Data Quality 2025	Records Manager	A full data standards document will be created setting out the minimum data requirements for all record types. Once created and approved, this will be communicated to all relevant staff and officers. <b>(High)</b>	31 December 2025		<p><b>Report Published September 2025 Presented to Audit Committee September 2025</b></p> <p><b>Update October 2025</b> A full data standards document is under draft and ongoing. Target date on track.</p>	Digital, Data and Change Board	
640	Data Quality 2025	Records Manager	A Data Quality Policy or Strategy document will be created and implemented. <b>(Medium)</b>	31 March 2026		<p><b>Report Published September 2025 Presented to Audit Committee September 2025</b></p> <p><b>Update October 2025</b> A Data Quality Policy document is under draft and ongoing.</p>	Digital, Data and Change Board	
641	Data Quality 2025	Head of Digital, Data and Technology	The Force will evaluate the current record management systems and processes to identify where efficiencies can and will be implemented to improve data quality. <b>(Medium)</b>	31 March 2026		<p><b>Report Published September 2025 Presented to Audit Committee September 2025</b></p> <p><b>Update October 2025</b> A business case is under draft to be submitted to the Force Triage Group in November 2025 for consideration and subsequent approval by DDaC.</p>	Digital, Data and Change Board	
642	Data Quality 2025	Head of Digital, Data and Technology	The Force will ensure formal data quality training can be rolled out to key staff members, alongside introducing regular communications regarding the importance of data quality. <b>(Medium)</b>	31 March 2026		<p><b>Report Published September 2025 Presented to Audit Committee September 2025</b></p> <p><b>Update October 2025</b> Data Quality meetings held with Learning and Development and case to be submitted to Force Learning group for discussion.</p>	Digital, Data and Change Board	
643	Key Financial Controls – Procurement 2025	Commissioning & Procurement Manager	The Force will conclude the review of roles and responsibilities for the procurement team, and ensure that these are clear, there is no duplication, and staff are suitably trained and experienced to undertake their proposed duties.	31 December 2025	Complete	<p><b>Report Published September 2025 Presented to Audit Committee September 2025</b></p> <p><b>Update October 2025</b> Team Meetings established and now run twice monthly alternating with Team Learning and Development Sessions delivered utilising expertise across the organisation Examples of team Meetings include compliance with PA2023 Regulations / requirements on Procurement Staff.</p>	Strategic Workforce Planning Group	



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			Monthly learning & development sessions will take place and focus on various procurement processes including evaluation and moderation, the tender process, contract management, managing price increases and In-Tend. A review will also be undertaken of the current team roles / tasks to determine whether time is being utilised effectively. <b>(Low)</b>			<p>Additionally, a review of the roles and responsibilities of Procurement Staff has been completed to ensure no duplications in role / requirements &amp; improve efficiency and processes have been amended to improve team effectiveness.</p> <p>Examples of Training include presentations from Risk Manager training the team on impact of risk in contracts. Staff continue to be suitably trained under this new process and training will run long-term to provide continued development and resilience.</p> <p>Evidence provided:</p> <ul style="list-style-type: none"> <li>A new recently approved Contract Prelims document - this is a development of a previous lighter touch process, the aim of which is to record the decision and reasoning each Procurement team member must go through to enter into an agreement (commit the force to spend etc.) - this is evidence of amended processes as referred to in the update</li> <li>The Team training log for Learning and Development Sessions - This is a living document and will be updated continually, but it shows the training the team have had and have planned.</li> </ul> <p>Action completed.</p>		
644	Key Financial Controls – Procurement 2025	Commissioning & Procurement Manager	The contract register will be reviewed, and key fields will be updated to ensure completeness of information. The Procurement Manager will then sense check the register before it is fed into the Procurement Act. <b>(Medium)</b>	30 September 2025	31 March 2026	<p><b>Report Published September 2025 Presented to Audit Committee September 2025</b></p> <p><b>Update October 2025</b> Contracts Register updated as required. Target Met.</p> <p>Pending data transfer / upload into the Procurement App after further beneficial app developments were identified for DSD to complete (post Audit result.). ETA for App deployment – early 2026</p>	Strategic Workforce Planning Group	
645	Key Financial Controls – Procurement 2025	Commissioning & Procurement Manager	The Procurement Team will undertake a review to identify the key suppliers / key contracts that present the highest risk to the Force, after which the contract owners will be consulted as well as other stakeholders throughout the Force to understand and manage the risks for each. A contract Management Plan for all high-risk contracts will then be created detailing how contracts are to be managed moving forward. The Procurement Team will attend Command Meetings so they have access to key information relating to key suppliers / key contracts activity. Following on from this the Force will then produce procurement performance reports to be presented to the Joint Audit Committee meeting and will include an analysis of supplier performance, including feedback to inform supplier decisions and supplier management. <b>(Medium)</b>	31 August 2026		<p><b>Report Published September 2025 Presented to Audit Committee September 2025</b></p> <p><b>Update October 2025</b> Contracts Management Plan drafted and is pending review prior to launch. (as of September 2025)</p> <p>Command Meetings are being attended by Procurement Team with drive for upcoming contract renewals as the focus. Background supportive tools are also being developed e.g. Slide Deck to support Procurement's information sharing ability at Command Meetings is being created</p> <p>Supplier performance <b>on key / high risk contracts</b> is planned to be included in future reports to JAC.</p> <p>Target on Track.</p>	Strategic Workforce Planning Group	
646	Key Financial Controls – Procurement 2025	Commissioning & Procurement Manager	The Force will review the 34 suppliers where the annual expenditure is over the tender limit for £50,000 and confirm if there is a corresponding contract in place which was as a result of a competitive tender exercise to ensure that value for money is being achieved for goods or	31 December 2025		<p><b>Report Published September 2025 Presented to Audit Committee September 2025</b></p> <p><b>Update October 2025</b> Supplier Review commenced, and associated report has been created. Pending review of data – November 2025</p> <p>Target on Track.</p>	Strategic Workforce Planning Group	

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			services being procured. Where contracts are not in place, a decision will be made as to whether the services are required to be market tested and contracts entered, to ensure compliance with procurement regulations. <b>(Medium)</b>					
647	Firearms Licensing 2025	Firearms Licensing Unit Manager	The Firearms Licensing Policy will be reviewed to ensure that it is still compliant with the updated Statutory Guidance. <b>(Low)</b>	5 December 2025		Report Published September 2025 Presented to Audit Committee December 2025  <u>Update November 2025</u> Work planned to be completed by delivery date.	Crime Governance Group	
648	Firearms Licensing 2025	Firearms Licensing Unit Manager	The 11% of applications received in the past 12 months that are still in consideration will be reviewed to identify any immediate action that needs to take place and expedite this- delivery date of three months. Reporting on the outstanding applications will be incorporated into monthly performance reporting processes. <b>(Medium)</b>	30 November 2025	31 January 2026	Report Published September 2025 Presented to Audit Committee December 2025  <u>Update November 2025</u> The monthly performance template has now been updated to include the outstanding decisions for monitoring. Work is now underway to reduce the outstanding number of decisions and agreement has been received from the firearms executive lead ACC Fox to extend the authority to make such decisions to the Firearms Licensing Manager which will assist in expediting this process. A further delegated authority to the FLM will be sought from the ACC.	Crime Governance Group	
649	Vulnerability 2025	Detective Chief Inspector (Adult Safeguarding)	The 4P Plan for each vulnerability strand will be created and used to monitor and track actions. Alongside this, target completion dates within each plan will be added for each action, to enable the Force to identify slippage and more accurately track progress.  Reporting to a governance group or committee will be documented for each plan to ensure adequate oversight is in place. <b>(Medium)</b>	31 October 2025	28 February 2026	Report Published November 2025 Presented to Audit Committee December 2025  <u>Update November 2025</u> Plans have been created for each strand and discussed in November's Tactical Vulnerability Performance meeting. The Safeguarding Ch. Supt. is holding meetings with the plan owners over the next 2 months to ensure the plans are developed and any actions are progressing.	Safeguarding Governance Group	
650	Vulnerability 2025	Detective Chief Inspector (Adult Safeguarding)	The Force will consider whether capacity can be secured to implement a compliance function within the PVP Hub to identify trends and patterns. <b>(Low)</b>	31 March 2026		Report Published November 2025 Presented to Audit Committee December 2025  <u>Update November 2025</u> Action to be progressed by target date.	Safeguarding Governance Group	
651	Vulnerability 2025	PVP Hub Manager	The Force will urgently strengthen the functionality and accuracy regarding Power BI dashboards with respect to recording any linked children to a domestic abuse suspect and not just a victim. <b>(High)</b>	31 August 2025	Complete	Report Published November 2025 Presented to Audit Committee December 2025  <u>Update November 2025</u> This 'High' risk action was addressed as a matter of urgency and following collaboration with the Force Performance Team the Power BI dashboard now displays children linked to both victims and suspects, enabling more comprehensive safeguarding assessments and transparency regarding children at risk from domestic abuse.  The DASHBOARD measures officer compliance in terms of linking those children and any required PVP intervention and shows what the compliance rate would be without PVP Intervention.  Evidence provided – report and screen shot of the dashboard Action Complete	Safeguarding Governance Group	
652	Vulnerability 2025	Chief Inspector (Complex Exploitation Team)	The Force will ensure responsibilities for missing persons and child exploitation cases are clear, and introduce processes to enable communication between different teams. <b>(Medium)</b>	31 August 2025	31 December 2025	Report Published November 2025 Presented to Audit Committee December 2025  <u>Update November 2025</u> Action in progress	Safeguarding Governance Group	

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653	Vulnerability 2025	Superintendent (Prevention)	The Force will review the current arrangements for the Missing Person Team, with any outcomes actioned and implemented. <b>(Medium)</b>	31 December 2025		<b>Report Published November 2025 Presented to Audit Committee December 2025</b>  <b>Update November 2025</b> An evaluation has been completed and presented to the Chief Officer Team. The outcomes including uplift and operating practices will be dependent on COT sign off and decision, as part of Force Management Statement (FMS) process.	Safeguarding Governance Group	

Reference key to Audit Reports:

Report Title	Grading	Published	Presented to Audit Committee
Business Continuity planning	Substantial Assurance	January 2025	27/3/2025
Data Protection	Advisory Only	January 2025	27/3/2025
Data Quality	Partial Assurance	September 2025	25/9/2025
Firearms Licensing	Reasonable Assurance	September 2025	18/12/2025
HR Medical Retirements	Substantial Assurance	May 2025	26/6/2024
Payroll	Substantial Assurance	January 2025	27/3/2025
Procurement	Reasonable Assurance	September 2025	25/9/2025
Select Key IT Security Controls	Reasonable Assurance	June 2024	26/6/2024
Vulnerability	Not graded	November 2025	18/12/2025

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

RSM Grading:			
Minimal Assurance	Partial Assurance	Reasonable Assurance	Substantial Assurance