



Internal Audit Update Report for the Audit Committee June 2026

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 37 recommendations, with the oldest having been published in January 2025. The table below provides a 'quick' summary of the actions:

Report	High Priority	Medium Priority	Low Priority	Comment
Data Protection		2 (2)		Both actions identified for closure – awaiting sign off by RSM
Data Quality		3		Actions underway, progressing to closure, 2 should be ready by the time of the August Follow Up
Procurement		3 (2)		Actions ongoing, 2 identified for closure – awaiting sign off by RSM
Firearms Licensing			1 (1)	Action identified for closure – awaiting sign off by RSM
Vulnerability		3 (3)	1	Actions ongoing, All medium actions identified for closure – awaiting sign off by RSM
Vetting		2	1	Actions ongoing, should be ready for closure by the time of the August Follow up
Management of IT Assets/Licensing		6 (1)	2	Actions on track, some should be ready for closure in the August Follow-up others have longer delivery dates
Legal Litigation			3 (3)	All actions identified for closure – awaiting sign off by RSM
Risk Management			1	New action
Total		19 (8)	9(4)	

Official Sensitive

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

Of the 28 recommendations 12 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			
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. (Medium)	30 September 2025	Complete	Report Published January 2025 Presented to Audit Committee March 2025 <u>Update May 2025</u> The training relates to: - Managing Information (operational or non-operational as appropriate to role) - Government security classification This training must be completed at least every two years. 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. The Digital, Data and Change Board (DDaC) continues to receive reports from the Information Management Unit (IMU) on compliance. A review of infosec and data protection training is intended once the teams have sufficient capacity. <u>Update October 2025</u> 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. <u>Update January 2026</u> Training compliance continues to be monitored with the Digital Learning Team, with current levels indicating that further improvement is required across the Force. Work remains ongoing to strengthen awareness of the mandatory bi-annual training requirements. A meeting is scheduled with Corporate Communications on 30 January 2026 to agree the most effective messaging to reinforce expectations and promote completion rates. DDaC continues to receive compliance updates from the IMU. <u>Update March 2026</u> Message to all issued regarding completion rates, reminding commands and individuals to complete the eLearning – copy provided as evidence. <u>Update April 2026</u> Compliance with training is increasing but has not yet reached the desired level. Targeted communications around mandatory training requirements have now begun to be disseminated across the force, supported by engagement with departments to reinforce expectations and timescales. A phased improvement plan is in place, with compliance expected to reach 90% across all training areas within six months, supported by monitoring, follow-up activity and focused support for departments that continue to lag behind the agreed trajectory. <u>Update May 2026</u> Following a targeted communications approach and inputs to the DDaC the completion rates are rising significantly and this process will continue – copies of slides, emails and a screenshot of the dashboard are provided as supporting evidence. Together, we believe this demonstrates that the Force has investigated and implemented effective ways to make staff aware of the mandatory training requirements, with ongoing monitoring and oversight now embedded as business as usual. Action complete	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.	31 July 2025	Complete	Report Published January 2025 Presented to Audit Committee March 2025 <u>Update October 2025</u>	Digital, Data and Change Board	

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			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. (Medium)			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. Update January 2026 The Force has successfully recruited a permanent Data Protection Officer, who is now fully in post with the appropriate roles and responsibilities. Work to now recruit a suitable Information Rights Supervisor / Deputy DPO remains ongoing as part of the IMU restructure. The Deputy DPO position is yet to be filled, and the job profile is currently awaiting approval from HR before recruitment can progress. Update March 2026 The Deputy DPO / Information Rights Supervisor job role and salary scale have now been fully written up and approved by HR. An Expression of Interest advert has also been circulated to the Information Rights Team. The post has been ring-fenced internally due to the specialist knowledge required for the role. Once the response window closes later this week, we will review all applications and interview everyone who submits an expression of interest. Following these interviews, the position can then be appointed. Given the current timelines, we anticipate having someone in post by the end of April, assuming we receive applications from within the team. Update April 2026 A Deputy DPO has successfully been recruited and offered the position. As the candidate is internal and already has the required vetting there will be no delay in starting. Action complete		
640	Data Quality 2025	Records Manager	A Data Quality Policy or Strategy document will be created and implemented. (Medium)	31 March 2026	30 October 2026	Report Published September 2025 Presented to Audit Committee September 2025 Update October 2025 A Data Quality Policy document is under draft and ongoing. Update January 2026 Policy in progress incorporating the requirements as mentioned in 639 above. Update April 2026 Draft policy document to be submitted to Digital Data & Change Board in May 2026. After consultation at this board it will then be subject to wider consultation through the Planning and Governance process before submission to Executive Management Board for final approval.	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. (Medium)	31 March 2026	31 December 2026	Report Published September 2025 Presented to Audit Committee September 2025 Update October 2025 A business case is under draft to be submitted to the Force Triage Group in November 2025 for consideration and subsequent approval by DDaC. Update February 2026 Business case has completed triage process, awaiting decision on DDaC board approval (board meeting 10th February), before liaising with ICT to plan resources and the work required. Update April 2026 This is the review of the force STORM to Niche interface. The Force has completed the business triage process and has been approved for project support and is also subject to an approved Problem Solving Plan. Work could not commence until the annual Niche upgrade was completed in April 2026. Testing work will now commence in May 2026.	Digital, Data and Change Board	

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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. (Medium)	31 March 2026	31 July 2026	Report Published September 2025 Presented to Audit Committee September 2025 <u>Update October 2025</u> Data Quality meetings held with Learning and Development and case to be submitted to Force Learning group for discussion. <u>Update February 2026</u> Work underway with L&D creating eLearning modules. Previous L&D board (to request mandating) was postponed, re-arranged for 6th February. <u>Update April 2026</u> First training module is now complete and will be released week commencing 4th May and is mandatory for all staff. Subsequent modules will be released on a monthly basis after this. <u>Update June 2026</u> The first module has gone live, there are 6 modules in total, the first 3 are for all staff and the last 3 operational staff only. Uptake will be monitored over the coming months.	Digital, Data and Change Board	
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. (Medium)	30 September 2025	Complete	Report Published September 2025 Presented to Audit Committee September 2025 <u>Update October 2025</u> Contracts Register updated as required. Target Met. 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 <u>Update January 2026</u> Contracts Register continues to be maintained by all Procurement team members, and monitored monthly by the Commissioning & Procurement Manager Procurement App - further developments continue to be implemented, anticipated transfer of Contract register data into App planned for March 2026 in-line with target date. <u>Update April 2026</u> Contract Register Data transferred into Procurement app and app launched by 31st March 2026 in line with target. App is now used by Procurement team to record contract data. However further developments are required to enhance useability. This is continuing with an estimated completion date of end of June 2026. App continues to be used in meantime. Action complete	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	31 August 2026	Complete	Report Published September 2025 Presented to Audit Committee September 2025 <u>Update October 2025</u> Contracts Management Plan drafted and is pending review prior to launch. (as of September 2025) 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 Supplier performance on key / high risk contracts is planned to be included in future reports to JAC. Target on Track. <u>Update January 2026</u> Procurement team continue to attend command meetings as BAU now.	Strategic Workforce Planning Group	

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			the Joint Audit Committee meeting and will include an analysis of supplier performance, including feedback to inform supplier decisions and supplier management. (Medium)			Current report to JAC has had some content amendments requested, splitting the current report in two for closed / open sessions. The initial report under the new requirements is due for submission to the committee in March 2026. This remains on target Update April 2026 Procurement attendance at Command Meetings continues. Procurement Report to JAC now has closed session and open session versions depending on sensitivity levels of data being reported and are being used as appropriate. JAC report continues to report on use of Direct Awards in line with Procurement Regulations, as well as reporting on wider Procurement activity, Risks and Mitigations, Savings achieved, and Supplier Issues / Lessons Learnt as BAU. Action Complete		
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 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. (Medium)	31 December 2025	31 August 2026	Report Published September 2025 Presented to Audit Committee September 2025 Update October 2025 Supplier Review commenced, and associated report has been created. Pending review of data – November 2025 Target on Track. Update January 2026 The initial review was completed by 31st December 2025 to understand any gaps in contracting suppliers based on Spend values. This review has identified that spend with suppliers is covered by a compliant agreement in the majority of examples, but this may have not been recorded correctly due to it being a mix of multiple contracted agreements (i.e. the supplier providing multiple separate services to different business areas) Due to Team capacity this work is continuing second to critical BAU requirements. We therefore request an extended deadline of 31st August 2026 to be able to ensure any identified non-compliant spend is transferred into a compliant agreement. Update April 2026 This project is continuing in the background, however due to current reduced staffing levels in the Procurement Team this action has been de-prioritised in favour of maintaining critical BAU requirements in the short / medium term. It is still estimated that this action can be completed by the revised deadline of 31/08/2026.	Strategic Workforce Planning Group	
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. (Low)	5 December 2025	Complete	Report Published September 2025 Presented to Audit Committee December 2025 Update November 2025 Work planned to be completed by delivery date. Update January 2026 Initial draft of changes has been completed and to be discussed with the policy owner prior to publication. Update May 2026 The Policy document has been updated and published – copy provided as evidence. The accompanying EIA assessment has been reviewed and is to remain as fit for purpose. Action now complete	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	31 October 2025	Complete	Report Published November 2025 Presented to Audit Committee December 2025 Update November 2025	Safeguarding Governance Group	

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			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. (Medium)			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. Update May 2026 4P Plans continue to be discussed at the Force Tactical Vulnerability Performance Groups – agenda provided as evidence. At each meeting a 4P Plan is spotlighted and reviewed for progress and oversight. This is business as usual. Action Complete		
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. (Low)	31 March 2026	31 August 2026	Report Published November 2025 Presented to Audit Committee December 2025 Update November 2025 Action to be progressed by target date. Update June 2026 This action has been considered; at present there is ongoing work within PVP to produce consistent, automated performance information that is visible on performance (Power BI) dashboards. This will include the PVP hub, Domestic Abuse Solutions Team (DAST) and Central Referral Unit (CRU). Once automated the data can be reviewed by management and compliance monitored through the appropriate governance meetings. Which will become Business as Usual. In a very literal sense the action is completed, however, as it will take a few more months for the dashboards to become a reality, it will remain live until we can show the evidence of the output.	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. (Medium)	31 August 2025	Complete	Report Published November 2025 Presented to Audit Committee December 2025 Update November 2025 Action in progress Update January 2026 As of December 2025, the HOTH team has transitioned to the Prevention Command. The Hoth team will now operate alongside the Missing Team under a single unified structure. This arrangement is intended to strengthen joint working practices and enhance our collective ability to problem-solve effectively for children who are experiencing exploitation through missing and other factors outside the home. A working terms of reference and tasking process for Hoth is being worked through. Update May 2026 The terms of reference and the tasking process for the Hoth have been finalised and were brought into operation in March. Copies provided as evidence. Action complete	Safeguarding Governance Group	
653	Vulnerability 2025	Superintendent (Prevention)	The Force will review the current arrangements for the Missing Person Team, with any outcomes actioned and implemented. (Medium)	31 December 2025	Complete	Report Published November 2025 Presented to Audit Committee December 2025 Update November 2025 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. Update January 2026 No change since the last update; a decision remains with the COT re any uplift. The team will continue to function in its current model until further notice. Update April 2026 There was no COT authority for uplift of numbers and as such the team will remain in the current format.	Safeguarding Governance Group	

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						Action complete		
654	Vetting 2025	Vetting Administrator	The Force will conduct an options analysis to evaluate the benefit of introducing a single officer workflow to ensure each vetting appeal is assigned to one designated officer. A decision will then be made on the proposal by a suitably senior officer or governing body. (Medium)	31 March 2026	31 July 2026	Report Published December 2025 Presented to Audit Committee March 2026 Update January 2026 New process vetting appeals allocated through Single Point of Contact (SPoC) / Vetting Administration Officer. Current version of Core-Vet doesn't have functionality to assign single officer to appeals. However the Force is migrating to a cloud-based version, next generation product, which may support above. Will review once product updated. Update February 2026 The new Core-Vet Cloud does not allow for a single officer to be assigned to appeals, however a single officer maintains overall oversight. Update April 2026 SPoC (Vetting Administrator) has oversight of vetting appeals and has created an excel spreadsheet on SharePoint to show allocation to those officers designated as appeal managers.	Standards and Ethics Board	
655	Vetting 2025	Force Vetting Manager	The Force will implement a process to ensure Annual Integrity Verification Reviews are fully completed for all required staff, with accurate and up to date dashboard reporting. (Medium)	31 March 2026	31 July 2026	Report Published December 2025 Presented to Audit Committee March 2026 Update January 2026 Power-Bi Dashboard operational and supporting material / SharePoint created– reporting AVIR total completed 70.6% (+0.1%) partial completions 6.8%. Action taken: - Compiled data for outstanding AIVRs request sent for attention of relevant Heads of Command to support compliance. - COT support push last quarter. Update February 2026 Completions currently sit at 76.2%. Further Messages to All issued including guidance for supervisors. As completion is a requirement for Personal Development Reviews the number is expected to rise to the appropriate level by the year end. Update April 2026 Compliance rates for completion of AIVRs now recorded at 81% with another 5.5% partially completed. Work still ongoing to drive forwards compliance through new PDR process and messaging – copies provided as evidence. A dedicated Power BI dashboard shows compliance across the Force – screen shot provided as evidence. Update June 2026 Compliance currently 84.8%, will continue to be monitored, with continued messaging. Staff have to complete the AIVR annually, so after a year their individual responses returns to 'No' so it is unlikely we will ever achieve 100% at a single point in time. To be proposed for closure in the August Follow-up audit.	Standards and Ethics Board	
656	Vetting 2025	Force Vetting Manager	The Force will implement a dip sampling process for vetting applications and agree on a regular timeframe for its completion. An escalation process will also be agreed, documented and followed for any exceptions. (Low)	31 March 2026	31 July 2026	Report Published December 2025 Presented to Audit Committee March 2026 Update January 2026 Governance framework drafted [SharePoint], which has taken learning from current HMICFRS audit process. PSD management to agree schedules / numbers for review. Will produce resultant samples for last quarter before target date. Update February 2026 In addition to dip sampling, the force is looking to take cases to scrutiny for review. Update April 2026 Governance framework in place and audits completed of five vetting decisions per month, over final quarter of reporting period (Dec 25 to March 26).	Standards and Ethics Board	

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						Also, selected cases provided to Ethics Committees for peer review of decision making over last two meetings. Positive feedback recorded.		
657	Management of IT Assets / Licensing 2025	Head of ICT Services & Operations	The Force will expand the existing asset management process to formally incorporate digital/software asset management, including software licences, cloud services, and data assets. This will be achieved by embedding defined procedures for tracking, auditing, and managing these assets within the current lifecycle framework. (Medium)	31 December 2026		Report Published December 2025 Presented to Audit Committee March 2026 Update March 2026 Significant progress has been made reviewing the contracts register with a particular focus on assigning owners for software licenses and cloud services. We have also now confirmed 1 year funding and fully deployed the Bel-Manager Asset Management. This will be key to detecting and tracking software usage.	Digital, Data and Change Board	
658	Management of IT Assets / Licensing 2025	Head of ICT Services & Operations	A defined compliance threshold will be established (e.g. 95-98% compliant) alongside a process to remediate devices that fall outside of the defined target. The Force will conduct a risk assessment to evaluate the benefits and potential operational impact of implementing Conditional Access policies for non-compliant mobile devices. Based on the outcome, the Force will either proceed with implementation or document and approve the risk acceptance decision through appropriate governance channels. (Medium)	30 September 2026		Report Published December 2025 Presented to Audit Committee March 2026 Update January 2026 First steps, until a more detailed impact assessment can be made, we have implemented an OS version compliance policy that restricts applications available on the device and Intune automated delivery of email advice notifications to users of non-compliant devices. The security team are onboard with the notifications and access to the Power BI compliance dashboard. Update March 2026 Progress has been focussed on remediating devices and understanding why they are not taking updates. Update May 2026 Focus continues on remediating devices and understanding why they are not taking updates. Issue with security of wi-fi connectivity resolved and ready to roll out.	Digital, Data and Change Board	
659	Management of IT Assets / Licensing 2025	Head of ICT Services & Operations	The following will be applied to the hardware register: - Include key lifecycle attributes, such as: - Procurement date - Warranty expiry - Expected replacement date - Disposal date and method - Integrate asset data with procurement and disposal records to automate lifecycle updates where possible. Develop dashboards to monitor ageing assets, upcoming warranty expiries, and planned replacements, ensuring proactive lifecycle management. (Medium)	31 July 2026	Complete	Report Published December 2025 Presented to Audit Committee March 2026 Update January 2026 Workshop held (27 th Jan) with Asset Management and interim Support Manager to agree next steps. Update March 2026 Work progressing on this, Staff are now updating Vivatrak more consistently when assets are moved, added or disposed which is helping to improve data collection across the estate. Vivatrak does not yet have the fields for Warranty expiry or refresh dates, in the meantime a dashboard has been created pulling data from VT to show the in-service date, warranty expiry and planned refresh depending on the device in question. This is a temporary work around until Vivatrak can be updated to hold this information. Update May 2026 The Hardware Asset Management Dashboard has been updated to include the key lifecycle attributes requested. This is a presentation layer using Vivatrak as the data source. Historic procurement information has been used to populate Procurement Date and Warranty Expiry in Vivatrak. Going forwards this will be bulk imported as equipment orders arrive. A formula within the dashboard is used to plot the refresh cycle of equipment. We can provide a copy or host a demo of the Dashboard to evidence completion of this action. Action Complete	Digital, Data and Change Board	
660	Management of IT Assets / Licensing 2025	Head of ICT Services & Operations	We will ensure the following are applied to the hardware and application asset registers:	31 July 2026		Report Published December 2025 Presented to Audit Committee March 2026 Update March 2026	Digital, Data and Change Board	

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			- Implement validation rules and dropdown lists for key fields to ensure consistent formatting. - Enforce mandatory completion of critical fields at the point of asset registration and during updates. - Establish quarterly data quality reviews to update missing or 'unknown' entries, remove duplicates, and confirm accuracy with asset owners. (Medium)			The Force is expecting the move to Vivatrak to render the current manual asset registers redundant, removing the issues listed. Update May 2026 Vivatrak is now our single asset management recording tool for hardware. Initial registration of new assets are bulk uploaded using procurement data. Daily interactions with users by our Support staff include checking and updating these records at the time of contact with the user. Audit for accuracy is achieved periodically using a real-time data feed from the recently acquired Belarc Asset Management tool, for which an agent is installed as part of the standard build. This can also detect monitors attached. We are now in a period of adoption and data cleansing, also need to update the Asset Management process to include these new measures. On track for closure		
661	Management of IT Assets / Licensing 2025	Head of ICT Services & Operations	All hardware and software assets recorded in the registers will have clearly assigned and regularly updated user owners. Discrepancies between Active Directory and VivaTrek will be reconciled, to ensure consistent and accurate user ownership data. (Medium)	31 July 2026		Report Published December 2025 Presented to Audit Committee March 2026 Update January 2026 Focus has been on contracts as every asset, hardware, software or supporting service starts with a contract or agreement with a provider. Identifying business owners and review dates to assist ICT when managing the lifecycle of each asset. Update March 2026 Work is underway to improve data across hardware and software assets. Vivatrak is being used as the primary source for hardware ownership with staff now updating records as devices are deployed moved and disposed, body worn video is now also being updated in VT. This is the start of a move away from active directory for asset ownership with VT becoming the truth for hardware, this will help improve accuracy and consistency of ownership/locations going forward. For Software, BelManage has now been implemented (work on going with this new SAM system to learn its functions) to provide improved visibility and tracking of ownership and usage.	Digital, Data and Change Board	
662	Management of IT Assets / Licensing 2025	Head of ICT Services & Operations	The existing joiners, movers and leavers (JML) framework will be expanded to formally include the Joiners and Movers procedures. This will outline: - The process for approving, issuing, and recording IT assets for new starters. - Steps for reviewing and updating user access and equipment allocation when personnel change roles or departments. - Clear ownership between HR, IT, and line managers for each stage of the JML lifecycle. (Low)	31 July 2026		Report Published December 2025 Presented to Audit Committee March 2026 Update January 2026 Progress has been made compiling evidence of the new starter process and leaver process into step-by-step guides. Agreement on managing movers has yet to be agreed with HR and other stakeholders. Update May 2026 Workshop session held with HR Policy Advisor, focus now is Leavers, Movers and re-joiners.	Digital, Data and Change Board	
663	Management of IT Assets / Licensing 2025	Head of ICT Services & Operations	A formally documented asset disposal policy will be established that outlines the roles, responsibilities, and requirements for secure IT asset disposal. The policy will cover the full disposal lifecycle, including identification, approval, tracking, data sanitisation, physical	31 July 2026		Report Published December 2025 Presented to Audit Committee March 2026 Update January 2026 This is documented in the Asset Management Strategy, first created 2015, last significant review in 2023. We will re-write this to reflect developments and new opportunities to re-cycle usable hardware for charitable donation.	Digital, Data and Change Board	

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			destruction, and third-party assurance. (Low)			A local scheme to re-cycle laptops for charitable donation is about to progress (Feb 26) to the delivery stage. Volunteers are currently onboarding with the organisation. Update May 2026 Reviewed first draft of policy, needs more detailed content, have collated historical versions to assist with this.		
664	Management of IT Assets / Licensing 2025	Head of ICT Services & Operations	The Force will establish a formal process for monitoring software licence usage and compliance. This will include regular reconciliation of licence accounts against actual deployments, and periodic reviews to ensure alignment with vendor agreements. (Medium)	31 December 2026		Report Published December 2025 Presented to Audit Committee March 2026 Update January 2026 The proof of concept for Bellarc Asset Management has now concluded, this included software utilisation functionality. The plan is to start subscription in the new financial year as an approved invest to save scheme. Update March 2026 The Force has now confirmed 1 year funding and fully deployed the Bel-Manager Asset Management. This will be key to detecting and tracking software usage.	Digital, Data and Change Board	
667	Legal Litigation 2026	Director (Evolve Legal Services (ELS))	The Office Manual and supporting documentation will be updated following the full embedding of the new case management system. (Low)	31 March 2026	Complete	Report Published February 2026 Presented to Audit Committee March 2026 Update May 2026 The Office Manual has been updated following the embedding of the new case management system. The content will continue to be revised on an ongoing basis as needed. The latest version was uploaded to the Evolve Legal Services Teams Channel for all staff on 21.04.2026. This Action is complete		
668	Legal Litigation 2026	Head of Civil Litigation	Staff will be reminded that the date for when the letter of acknowledgement has been sent to the claimant must be recorded within the case management system. (Low)	31 December 2025	Complete	Report Published February 2026 Presented to Audit Committee March 2026 Update May 2026 Staff have been reminded of the need to record the date the letter of acknowledgment was sent on the case management system. This action is an ongoing task and compliance will continue to be monitored on an ongoing basis. This Action is complete		
670	Legal Litigation 2026	Head of Civil Litigation	Reserve and damages paid will be completed for each claim. This will be incorporated into regular checks to verify compliance. (Low)	31 December 2025	Complete	Report Published February 2026 Presented to Audit Committee March 2026 Update May 2026 This action is an ongoing task and compliance will continue to be monitored on an ongoing basis. This Action is complete		
671	Risk Management 2026	Risk and Insurance Manager	The Force will evaluate the method of documenting assurances to ensure an approach is adopted that enables assurances to be kept up to date. Once the evaluation is complete, this will be formally documented and communicated to relevant individuals. (Low)	1 August 2026		Report Published May 2026 Presented to Audit Committee June 2026		

Reference key to Audit Reports:

Colour Code for actions – final column	
	Complete; awaiting sign off by the auditors
	Recommendation being progressed

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Report Title	Grading	Published	Presented to Audit Committee
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
Legal Litigation	Substantial Assurance	February 2026	26/3/2026
Management of Assets and Licencing	Partial Assurance	January 2026	26/3/2026
Procurement	Reasonable Assurance	September 2025	25/9/2025
Risk Management	Substantial Assurance	May 2026	26/6/2026
Vetting	Reasonable Assurance	January 2026	26/3/2026
Vulnerability	Not graded	November 2025	18/12/2025

	New Action – first update not yet requested/received
	Action against the recommendation to commence

RSM Grading:			
Minimal Assurance	Partial Assurance	Reasonable Assurance	Substantial Assurance