

Audit Reference	Audit Area	Main Contact	Recommendations	Priority	Status Description	Original Date Due for Completion	Revised Date Due for Completion	Notes for Changing Date	Latest Note
BRK1502	Democratic Services	Democratic Services and Legal (Monitoring Officer)	The Council's Vexatious or Repeated Complaints policy and the Habitual or Vexatious complainants/correspondents guidance note should be reviewed annually and where necessary, updated to reflect current practices and processes.	Medium	Outstanding (Extension Agreed)	31-Dec-14	01-May-17	Current policy and guidance is currently being reviewed, as part of a joint project with SHDC. Revised documentation will be available by end of August 2016. Current information on the Council's website. Review still not completed report scheduled to be agreed by EMT October/Nov 2016	Colin Saville 10-Feb-2017 Update provided by Rory 09/02/17 to explain reason why revised deadline not reached. Revised deadline now agreed.
BRK1502	Democratic Services	Democratic Services and Legal (Monitoring Officer)	The Council's Publication Scheme should be reviewed to confirm it is reflective of current information available to the public. Furthermore, a copy of the Publication Scheme should be accessible to the public via the Council's website.	Medium	Outstanding (Extension Agreed)	31-Dec-14	01-May-17	Public Scheme currently being reviewed, as part of a joint project with SHDC. Revised scheme will be available by end of August 2016. Current scheme is available on the website. Hopefully will be signed off by EMT Oct/Nov 16	Colin Saville 10-Feb-2017 Update provided by Rory 09/02/17 to explain reason why revised deadline not reached. Revised deadline now agreed.
BRK1503	Community Development & Health	Communities Manager	The process for assessing Right to Challenge applications should be ascertained, formally documented and made available to staff and the public via the Council's website. This should include, but not be limited to: - Processes to allow for a consistent and fair method of decision making; - The need to identify assets/liabilities in place (e.g. contracts, suppliers) and understand the impact of Right to Challenge; - Establishing a forum for decision making, to be comprised of trained and, where possible, independent officers; and - strategy for aiding groups in the development and monitoring of services.	Medium	Outstanding (With Agreed Extension)	27-Feb-15	28-Feb-17	Incorrect officer listed - follow up in April highlighted that the responsible officer is Steve James. Deadline therefore extended to 31 May 20216	Colin Saville 28-Oct-2016 Agree to extend implementation date till end of Feb 2017 although would expect this to be implemented by then.
BRK1504	Affordable Housing	Strategic Housing Manager	Policy Update - The Affordable Housing Policy should be reviewed and updated to include changes to Affordable Housing schemes as well as other updates required as a result of local planning review.	Medium	Outstanding (No Extension Agreed)	30-Jun-15	30-Sep-16	This is a matter for Phil Mileham. A revised Affordable Housing policy is incorporated in the new Local Plan but at this time it holds no significant weight in decision making. The Plan is expected to be adopted in the Late summer or Autumn of 2017.	Colin Saville 10-Feb-2017 Based on the most recent notes provided by Mike Brennan, we would be agreeable to extending the implementation date although would need a specific date as opposed to reference to 'later summer/autumn 2017'.  CS - Still requires a revised date in order to approve extension. Notified Riana on 07/02/17 to add this.
BRK1512	Strategic Property	Strategic Property Manager	Profitability of Portfolio - A process for evaluating the portfolio on an individual basis including income and cost, and future short and long term investments needed be prepared.	Medium	Outstanding (With Agreed Extension)	30-Apr-16	31-Mar-17	This was not completed in 15/16 due to the fact that the change in approach to particularly the investment asset base. Now through a commercialisation of investments assets project a new asset management plan for that group of assets which will include a disposal and acquisition strategy will result - which will be one of the two documents that this rec was trying to achieve. This will be completed in 16/17 in line with BAUDSCP001B	Colin Saville 02-Feb-2017 Extension agreed till 31/03/17 as per explanation provided by Strategic Property Manager in the audit section.
BRK1512	Strategic Property	Strategic Property Manager	Strategic documents and procedures - The Breckland Council Service Delivery and Surplus Asset Management Plan and the Breckland Council Investment Asset Management Plan should be prepared and as part of this work consideration given to the need for local procedures on the day to day running of the Asset Management department.	Low	Outstanding (With Agreed Extension)	31-Mar-16	31-Mar-17	This was not completed in 15/16 due to the fact that the change in approach to particularly the investment asset base. Now through a commercialisation of investment assets project a new asset management plan for that group of assets which will include a disposal and acquisition strategy will result which will be one of the two documents that this rec was trying to achieve. This will be completed in 2016/17.	Colin Saville 02-Feb-2017 Update 02/02/17 - Extension agreed till 31/03/17 as per explanation provided by Strategic Property Manager in the audit section. Covalent updated.