

Code & Title	Audit Reference	Audit Area	Main Contact	Recommendations	Priority	Status Description	Original Date Due for Completion	Revised Date Due for Completion	Latest Note
BAUDBG002A Formal documentation be held on file to justify the issue of an approval decision notice after an initial rejection decision notice has been issued	BRK1803	Building Control	Breckland Place Manager	Formal documentation be held on file to justify the issue of an approval decision notice after an initial rejection decision notice has been issued, for full plan checks and partnering authority applications.	Medium	Outstanding (With Agreed Extension)	31-Aug-17	31-Jan-18	The intention is to amend the application cover sheet top include text box to capture a narrative when applications are approved after initial rejecting. This form is anticipated to be updated as part of the current improvements being undertaken by the software provided - revised date provide.
BAUDBG002B Building Control Team to record confirmation from the applicant's partner authority of decision advice provided prior to issue of the decision notice by Capita.	BRK1803	Building Control	Breckland Place Manager	Building Control Team to record confirmation from the applicants partner authority of decision advice provided prior to issues of the decision notice by Capita.	Medium	Outstanding (With Agreed Extension)	31-Aug-17	31-Jan-18	The intention is to amend the applications cover sheet form to include tick box to ensure a check is undertaken that the plan checking authority has issued their decision before any inspection approval is issued. This for, is anticipated to be updated as part of the current improvements being undertaken by the software provider.
BAUDBG002D The building control local procedure flowchart be reviewed and updated to ensure that it is reflective of current practices	BRK1803	Building Control	Breckland Place Manager	The building control local procedure flowchart be reviewed and updated to ensure that it is reflective of current practices, including, the requirement for the two stage authorisation arrangements for building control applications.	Low	Outstanding (With Agreed Extension)	30-Sep-17	31-Dec-17	Two stage authorisation arrangements for building control applications are in place operationally.  The update to the flow chart remains outstanding but this will be completed by the 31 December 2017
BAUDENS002a To agree the correct corporate actions and performance indicators and to ensure these are correctly recorded in Covalent and in the Team Plan.	BRK1808	Environmental Services	Communities Manager	Recommendation 1: To agree the correct corporate actions and performance indicators and to ensure these are correctly recorded in Covalent and in the Team Plan. Monitoring outcomes against each corporate objective and performance measure to resume with outcomes reported on.	Medium	Outstanding (With Agreed Extension)	29-Sep-17	30-Mar-18	Currently working with the CIP team to review performance indicators and sue to being un quarter three would like to request an extension to enable the review to be completed to then commence in the new financial year.