

APPENDIX B Audit and Standards Committee March 2021

Audit:	Officer Responsible:	Grade:	Original Target Date:	Proposed Date:	Recommendation:	Agreed Action:	Latest Officer Update:
Safeguarding 2019-20	Equality and Diversity Officer	Medium	02/10/2019	TBC	<p>Ensure all Members undertake mandatory online training and receive planned face to face training session. The training should inform members, but is not limited to:</p> <ul style="list-style-type: none"> • the Members' safeguarding area on the Intranet pointing where to find the Council's safeguarding policies and information; • who and how to report safeguarding concerns to; and • functions of the multi-agency framework. 	<p>In process. Reminder to be sent out to members to complete online modules before face to face training session. Online modules available and require completion before face to face mandatory training session on 02.10.19</p>	<p>February 2021 - In Progress. Only one member left to complete. Being followed up by Verina Wenham.</p>
Freedom of Information Requests 2019-20	Information Governance Officer	Low	31/03/2020	30/11/2020	<p>Ensure that existing members of staff and Members complete the FOI online training module.</p> <p>The refresher training should be offered to all staff and Members at least every three years.</p>	<p>The module has been replaced and updated recently. This can be actioned with a short period of time</p> <p>Agreed. See due date.</p>	<p>February 2021 - In Progress: Training Officer contacted regarding the re-release of both FOI and annual Data Protection Learning Pool Modules.</p> <p>GDPR module will be release for training W/C 22/02/2021. No updates required at this time.</p> <p>FOI Module is new to HDC, but am having difficulties updating content to reflect changes in Data Protection Law since it was written. Training Officer asked to make amendments with a view to release in W/C 08/03/2021.</p>
Freedom of Information Requests 2019-20	Information Governance Officer	Low	31/03/2020	30/10/2020	<p>Update links and information available via the Publication Scheme.</p>	<p>Agreed.</p> <p>This should be reviewed on a regular basis.</p>	<p>February 2021 – Some links updated where possible. Some dataset work to be completed and updated also. Has not been a priority task as FOI access procedures exist for general information access. Full review to be completed by the end of financial year 2020/21.</p>