

High and Medium Risk Actions implemented (since the previous report)

Audit	Agreed Actions (with risk level)	Due	Officer Responsible / Update
Seven Sisters Country Park – Operational Activities	<p><u>Income Collection Processes</u></p> <p>Arrangements will be made to collect the income from the Granary Barn. (High)</p>	29 February 2024	Finance Officer – An invoice for the 2022/23 rental has been raised.
Seven Sisters Country Park – Operational Activities	<p><u>Health & Safety Responsibilities</u></p> <p>A RACI document will be produced outlining where responsibility and accountability lies for Health and Safety at the SSCP, this will be presented to the Board and Health and Safety Committee for agreement. (Medium)</p>	31 May 2024	HR Manager - Update as at 9 th May 2024. RACI has been produced for SSCP with a suitable structure for the Company arrangements. This will be presented at the H&S Committee Meeting on 4 June 2024 for comment and approval. This will then be communicated to the Board for final approval following the H&S committee meeting.
Seven Sisters Country Park – Operational Activities	<p><u>Declarations of Interest</u></p> <p>The process for updating Conflict of Interest declarations and ensuring visibility to appropriate persons will be reviewed and amendments to the process made as necessary. (Medium)</p>	30 June 2024	HR Manager - Update as at 9 th May 2024. Review of the procedure is currently being undertaken by the Head of Governance and HR to ensure that records are visible on PIER by line manager and Head of Governance. All staff communication will be sent to staff by the end of May requesting declaration of interests are updated. A reminder will then be sent on an annual basis
Seven Sisters Country Park – Operational Activities	<p><u>Business Continuity Plan</u></p> <p>The Business Continuity Plan will be reviewed and updated, including a discussion with SDNPA to clarify whether SSCP should have their own BCP or a sub section of the main SDNPA one. (Medium)</p>	1 July 2024	Commercial and Strategic Manager – Seven Sisters A Business Continuity Plan already exists for the Seven Sisters Country Park. A copy of this document has been shared with the Commercial and Strategic Manager.

High and Medium Actions overdue for implementation

Audit	Agreed Actions (with priority)	Due	Officer Responsible / Update
Seven Sisters Country Park – Operational Activities	<p><u>Contracts Register</u></p> <p>We will identify those contracts that are held in the name of SDNPA and SDCOL. (Medium)</p>	5 May 2024	<p>Commercial and Strategic Manager – Seven Sisters</p> <p>Responsibility for the implementation of this action will transfer to Procurement and Facilities to resolve with an aim to get it completed for end of May/beginning of June.</p>

High and Medium Actions not yet due

Audit	Agreed Actions (with priority)	Due	Officer Responsible / Update
Seven Sisters Country Park – Operational Activities	<p><u>Cash Handling Policy and Procedure</u></p> <p>We will work with BHCC finance to revise the cash/income handling policy, the revision will include the extra pay points which are planned to be added later in the year. (Medium)</p>	30 July 2024	Commercial and Strategic Manager – Seven Sisters
Seven Sisters Country Park – Operational Activities	<p><u>Income Collection Processes</u></p> <p>Efforts to separate the SSCP income sources from SDNPA bank accounts (and vice versa) will continue subject to the review of the management of SSCP expected to begin in March 2024.</p>	30 November 2024	Facilities and Property Manager