

Enforcement - Internal Audit Report

Progress on management actions

14.01.2014

Management Action	Original target date	Update
AP1 - Review and update enforcement policy and put on website	30.9.13	The policy has been reviewed and revised but not agreed yet.
AP2 - Produce simple guidance sheet to the enforcement process	30.9.13	Not yet started.
AP3 - Review processes of recording information and ensure new processes are in place to be able to monitor enforcement data and retain data as required	31.07.13	Completed
AP4 - Ensure process is in place, clear, and understood by team on communicating with complainants	31.07.13	Completed
AP5 - Ensure process is in place where cases are reviewed periodically and action taken when appropriate	30.09.13	Completed – fortnightly meeting with enforcement team and Manager. Commenced 3 rd June
AP6 - Get written authorisation for all enforcement officers to be able to enter land	31.07.13	Completed (26 th September 2013)
AP7 - Reinstate regular liaison meetings with the legal team	31.07.13	Completed (Commenced 9 th May 2013)