

APPENDIX B Governance & Audit Committee 25 July 2018

Audit:	Officer Responsible:	Grade:	Target Date:	Proposed Date:	Recommendation:	Agreed Action:	Latest Officer Update:
Business Continuity 2012-13	ICT Manager	Essential	31/07/2015	30/09/2018	Corporate Support Manager to arrange testing exercises of all BCPs and a complete ICT restore with the ICT Manager to ensure correct information is backed up to allow for the continuation of the Council's services following a disaster.	Agreed	June 2018 - Existing Business Continuity / Disaster Recovery arrangements are overly complicated, time-consuming and prone to failure. A new strategy, with supporting technology, is in production following the engagement of a new ICT Manager. Target completion date in September 2018.
Information Management 2013-14	ICT Manager	Important	31/03/2015	30/09/2019	ICT Manager arranges for a condensed refresher version of the key elements of the ICT Security Policy to be available on the learning pool. The HR Manager arranges for all officers to complete the module annually as part of the compulsory training suite and for Members to be encouraged to do the same as a matter of good practice	The ICT Security Policy is being reviewed during the summer as part of the PSN compliance. The online training cannot be established until the policy has been reviewed/ amended. Estimated completion March 2015. Staff however can be reminded to revisit the policy via core brief messages.	June 2018 - The first draft of the new security policy is in production and is due for publication in September 2018 along with the new ICT Strategy. The new policy is being split out into consumable sub-policies with an overarching main policy document that provides an overview of the requirements.
Planning Service Review 2015-16	Joint Chief Executive (NP)	Important	31/10/2016	31/08/2017	A post implementation review should be conducted once the remaining actions have been completed to confirm the achievements and any areas requiring ongoing review. An assessment should also be undertaken to identify any risks which need to be managed following the completion of the plan and to confirm how these will be managed in business as usual. This report should also reflect upon the costs of delivering the plan against the £90,000 approved in the 2014/15 budget and any savings on service budgets achieved from the performance improvements.	The post implementation review will be carried out when the constitutional related items have been completed. The report will cover the costs of delivering the plan the headline costs are the new Head of Planning post (circa £78k including on costs) and the cost of providing consultants to lead on appeals (which varies each year but will be approximately £7K).	June 2018 - The outstanding action concerning public speaking at Planning Committee was considered by constitutional review committee on 12th June 2018 and the agreed revised Public Speaking policy will go to Council on 30th July 2018 for final approval. The final report on the Planning Improvement Plan will then go to Executive on 3rd September 2018.
Planning Service Review 2015-16	Joint Chief Executive (NP)	Important	31/10/2016	31/08/2017	A formal update on progress against the Improvement Plan should be provided to the Executive to demonstrate the successes achieved to date and to provide assurance over progress being made on outstanding actions.	It is suggested that the post implementation review will include a summary on the implementation of the plan.	June 2018 - The outstanding action concerning public speaking at Planning Committee was considered by constitutional review committee on 12th June 2018 and the agreed revised Public Speaking policy will go to Council on 30th July 2018 for final approval. The final report on the Planning Improvement Plan will then go to Executive on 3rd September 2018.
Leisure Services Project - Embedded Assurance Review 2017-18	Head of Environmental Services, Economic Development & Major Projects	Important	31/03/2018		Ensure that all external consultants' appointments are formalised and that the role and responsibilities of the consultant, terms of appointment and agreed fees are clearly specified. For appointments made under framework agreements, ensure that a signed copy of the framework access agreement and individual call-off agreements are obtained and retained in the project file.	A review of all appointments will be undertaken and we will ensure all consultancy agreements are fully and adequately documented.	June 2018 - Documentation has been updated and the final adjustments will be made by the end of August 2018.