

**APPENDIX B Governance & Audit Committee 6 March 2019**

Audit:	Officer Responsible:	Grade:	Target Date:	Proposed Date:	Recommendation:	Agreed Action:	Latest Officer Update:
Business Continuity 2012-13	ICT Manager	High	31/07/2015	31/12/2018	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	February 2019: A revised DR solution has been sourced and implemented. An initial test failover of core infrastructure technologies has already been tested. We are in the process of replicating business applications to the new tenancy with a view to test one live system before 31st March 2019. The existing contract with Daisy is to be terminated on 31st March 2019 and so all agreed key services will be replicated and tested before that date.
Information Management 2013-14	ICT Manager	Medium	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.	February 2019: This is scheduled for the 2019/20 financial year. We are reviewing the use of training materials both for systems and associated policies.
Health & Safety 2017-18	Health & Safety Officer	Medium	30/06/2018		The Council should consider the approach to completing display screen equipment (DSE) assessments. All DSE users should be asked to complete a self-assessment that is reviewed by their line manager and passed to the Health and Safety Officer only when potential issues are identified. Going forward, an assessment should be completed when a new workstation is set up, when a new user starts work, or when a substantial change is made to an existing workstation (or the way it is used). Assessments should be repeated if there is any reason to suspect they may no longer be valid. DSE self-assessments should be retained in order to provide a sufficient audit trail.	DSE review programme to be implemented first quarter of 2018/19, as per HS Action Plan 2018/19. These will be user-orientated and will take into account current hot desking and homeworking arrangements. Line managers to undertake initial review however all DSE assessments will be stored centrally to enable appropriate monitoring of completion. Compliance will be monitored by Safety Committee.	February 2019 - Service managers are currently reviewing their services requirements. Auditing has been delayed pending appointment of a new Health and Safety Officer.