

**APPENDIX B Governance & Audit Committee 14 November 2018**

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	October 2018: The Council has been improving resilience for Disaster Recovery through the replication of the Council's servers on Microsoft Azure (Cloud). Tests have been undertaken to ensure that the cloud servers and data is correctly replicated and accessible. This process of replicating servers is continuing. Using this as a resilient and location neutral source of data and servers it allows a new focus on procuring a Disaster Recovery partnership with a private sector partners to meet our operational needs linking into the Microsoft Azure solution.
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.	October 2018: A new ICT strategy is in draft format and will be consulted on internally in the near future. One of the workstrands of the policy is a revised policy on Information Security Standards and Employee Conduct. These combined will refresh the ICT Security Policy detailed within this audit action. The ICT strategy and associated policies is expected to be ready for Committee consideration by the end of Quarter 4.
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.	October 2018 - Service managers are currently reviewing their services requirements and these will be audited during quarter 4 to ensure compliance .