

APPENDIX B Governance & Audit Committee 10 December 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	31/12/2019	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	December 2019: The Business Continuity Plan part of this action has been completed. The update on the ICT issues have been included in the separate report to the Governance & Audit Committee on 10 December 2019.
Information Management 2013-14	ICT Manager	Medium	31/03/2015	31/03/2020	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.	November 2019: A new Information Security Policy, along with supporting documents, has been created and is pending consultation, with a view to have it adopted by end of March 2020. This includes a summary of staff responsibilities condensed into a single document, that references the main policy. Rather than use learning pool IT will be collating a series of nationally provided training materials from the likes of NCSC and Microst to raise the profile of cyber/data security and the users role in this.
Cash Handling 2018-19	Community Partnerships Manager	Medium	31/03/2019		Establish alternative payment arrangements for Health and Wellbeing services to minimise cash handling wherever possible. Where cash payment remains unavoidable ensure appropriate and effective controls are in place to minimise the risk of fraud and ensure all cash is promptly and accurately accounted for. For example, reconciliation of cash collected to attendance records, safe storage of cash pending collection and banking and increasing the frequency and timeliness of collection and banking arrangements.	We are currently in discussions with the budget manager for Health and Wellbeing and will implement some suggested improvements in conjunction with this service.	November 2019 - complete. Instructors in the community have been provided with the means to personally bank their income. Alongside this HDC Sport and Health team have a means to bank income to minimise cash handling within the department.