

High Risk Management Actions that are incomplete

	Title	Management Actions	Target Date	Status	Completion Notes
Person Responsible: Colin Moone (1)					
	Temporary Accommodation	<p>The TA Team will confirm all nightly self-contained properties and bed and breakfast properties have the following in place:</p> <ul style="list-style-type: none"> • a current gas safety record; • carbon monoxide and fire safety precautions; • safe electrics and electrical equipment; and • a valid energy performance certificate. <p>Evidence of each of these will be retained on the TA shared drive.</p> <p>The Team will document when assurances are received and when subsequent review of the property's safety certificates and equipment is due.</p> <p>This information will be actively monitored and where safety records become outdated and invalid, these will be chased with the relevant accommodation provider and escalated to Senior Management within the Council.</p>	31/10/18	Partially Completed	<p>Work is ongoing. Jas Gill is working with the C&BS Team to record all of the information on all TA properties spreadsheet and file the certificates away in the shared drive. Research has been undertaken regarding the best way to gain assurance regarding Bed and Breakfast and Nightly Paid Shared Accommodation providers of this group of properties have been emailed to provide current certificates.</p>

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Person Responsible: Joe Carter (3)					
	Business Continuity Planning Arrangements	<p>The Council will develop an overarching Business Continuity Management (BCM) Policy covering the framework for BCM in the organisation. The policy will set out;</p> <ul style="list-style-type: none"> •Scope, aims and objectives of BCM in the Council; •The Council's commitment to BCM; •The activities that will be required to deliver these; and •Roles and responsibilities of staff in relation to BCM. •Version control to state approval details and next planned review date. <p>Once finalised, the policy will be subject to ratification by CMT and communicated to staff.</p>	31/08/16	Partially Completed	Completed as per Joe Carter RHR SMT

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	Business Continuity Planning Arrangements	<p>"The Council will establish and maintain a documented process for undertaking business impact analysis and risk assessments at Service, Directorate and Council-wide level that;</p> <ul style="list-style-type: none"> • Establishes the context of the assessment and defines the criteria for evaluating the potential impact of a disruptive incident; • Takes into account legal and other commitments; • Includes systematic analysis and prioritisation of risk treatments; • Defines the required output from the business impact analysis and risk assessment; and • Specifies the requirements for this information to be kept up-to-date. <p>The business impact analysis will include;</p> <ul style="list-style-type: none"> • Identifying activities that support the provision of services; • Assessing the impacts over time of not performing these activities; • Setting prioritised timeframes for resuming these activities at a specified minimum acceptable level (RTO - Recovery Time Objective), taking into consideration the time within which the impacts of not resuming them would become unacceptable (MTPD - Maximum Tolerable Period of Disruption); and • Identifying dependencies and supporting resources for these activities, including 	30/09/16	Partially Completed	Partially Complete as per Follow Up audit 04/17
	Business Continuity Planning Arrangements	<p>"A formal group will be established to oversee the Council's business continuity agenda. The group's remit will be defined within Terms of Reference which will include;</p> <ul style="list-style-type: none"> • Responsibilities; • Membership and quoracy; • Meeting frequency; and • Accountability and reporting. <p>"</p>	31/03/18	No Action Taken	Amended as per follow up audit April 2017 Amended as per q1 follow up

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Person Responsible: Barry Stratfull (2)					
	General Ledger	The Council will implement an appropriate password policy that requires passwords to be changed on first sign on from a new user, and that also sets passwords to automatically expire and require changing on a periodic basis.	31/07/18	Partially Completed	19/10/2018 DMT advised In progress Milestone 7
	Creditors	All amendments to supplier standing data (including changes to email addresses and bank details) will be supported by a fully completed and authorised form (with any relevant correspondence), clearly evidencing the verification checks undertaken and uploaded to Agresso.	31/05/18	No Action Taken	No update received
Person Responsible: Frederick Narmh (1)					
	Matrix Management of Agency Staff	The Council will formally assign a Contract Manager who will have responsibility for managing the Matrix contract.	31/05/16	Partially Completed	<p>Corporate procurement will continue to manage the Matrix contract on an interim basis till the contract expires. Following the eminent expiry of the Matrix contract in 2018, it is anticipated that HR will actively manage the new service contract with a dedicated resource. HR to assist in Managing this contract that has been extended for a further year.</p> <p>HR to manage. Contract is up for tender - interim to be appointed to manage all HR contracts</p> <p>As per FN A fixed term contract person will be appointed to manage Matrix by mid Oct 2017</p> <p>This action has t/f to Fred</p>

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Person Responsible: Simon Palett (1)					
	Information Governance	<p>The Council will undertake a data flow mapping exercise to ensure all flows, both inbound and outbound, of person identifiable and sensitive information in all service areas have been identified mapped and recorded.</p> <p>The information flows will be risk assessed, with necessary actions identified to address risks highlighted.</p> <p>The outcome of the mapping exercise and the risks identified will be reviewed by the IT and Information Governance Board, prior to subsequently being reported to CMT.</p>	30/09/17	Partially Completed	<p>No action taken</p> <p>q1 Follow up found still in progress</p> <p>The outcome of the mapping exercise and the risks identified will be reviewed by the IT and Information Governance Board, prior to subsequently being reported to CMT.</p> <p>email 2/10/2018 requesting status</p>