Audit Title	Target Date	Person Responsible	Management Response	Update Date	Update Detail
Business Continuity Planning Arrangements	31/8/2016	Dean Trussler	The Council will develop an overarching Business Continuity Management (BCM) Policy covering the framework for BCM in the organisation. The policy will set out; •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. Once finalised, the policy will be subject to ratification by CMT and communicated to staff.	22/8/2019	A policy was sent to CMT awaiting approval

Audit Title	Target Date	Person Responsible	Management Response	Update Date	Update Detail
Business Continuity Planning Arrangements	30/9/2016	Dean Trussler	"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; • 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. The business impact analysis will include; • 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 suppliers and outsource partners. The risk assessment will include; • Identifying risks of disruption to the Council's prioritised activities and the processes, systems and resources that support them; • Systematically analysing risks in line with the Council's risk management methodology; • Evaluating which risks require treatment/mitigation; and	22/8/2019	A policy was sent to CMT awaiting approval

Audit Title	Target Date	Person Responsible	Management Response	Update Date	Update Detail
Business Continuity Planning Arrangements	31/3/2018	Dean Trussler	"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; • Responsibilities; • Membership and quoracy; • Meeting frequency; and • Accountability and reporting. "	3/7/2019	Management action re-assigned to user: Dean Trussler
Conflicts of Interest (13.18/19)	31/10/2019	Surjit Nagra	We will ensure that an exercise is undertaken to update the declaration of interests forms for staff and this process will be repeated on an annual basis. In addition, we will ensure that staff declaration of interest forms are held in an electronic file for each individual to facilitate prompt access where required.		

Audit Title	Target Date	Person Responsible	Management Response	Update Date	Update Detail
Creditors	30/6/2019	Simon Pallett	The Council will implement an amendment tracker, which details the following: •The supplier; •The date on which an amendment was requested; •The individual requesting the amendment; •The method of contact (requesting the amendment); •The date on which verification checks were undertaken; •The method of verification check and individual responsible; •The details of the amendment (including type and date of); and •The individuals responsible for amending the account and checking the amendment entry. All relevant staff will be informed of the method for the recording of supplier details amendments. The tracker will be made accessible to all relevant staff.	7/11/2019	SP advised that now arvato are back in house this action will now be implemented