

Outstanding Recommendations from Internal Audit Programmes 2018/19 (high priority only) and 2017/18 (excluding Cyber Security)

Audit Title	Assurance Rating	Priority	Responsible Officer(s)	Management Actions	Implementation Date	Commentary October 2019
Emergency Planning Shared Data Centre, disaster recovery procedures 2017/18	Reasonable Assurance	MEDIUM	Judith Doney/Phil Gall	The Acting Head of ICT will liaise with the relevant officer at Elmbridge and the lead at the new data centre to confirm a review of the current disaster recovery controls in place at the new data centre. These should be undertaken prior to the new data centre going live. Disaster recovery procedures should be tested on a regular basis to confirm adequate business continuity measures are in place.	01 February 2018	Not completed - Full disaster recovery test planned for February 2020. This will occur prior to the new disaster recovery solution becoming our primary source of backup data retention.
Health & Safety 2018/19	Partial Assurance	HIGH	Gillian McTaggart	Officers will ensure that all risk assessments are recorded, reviewed or updated in line with policy, stored and monitored / spot-checked centrally on a six-monthly basis. Officers will strengthen links with HR to ascertain whether DSE assessments have been conducted for all new starters, and with Operational Services to gain greater access to their records. A new Corporate H&S Group has been set up and this will review the risk assessment and identify gaps.	31 December 2018	A new Corporate Health & Safety Group chaired by the Chief Operating Officer has been created with membership from across the Council. This group is leading on work to create a risk assessment matrix. This matrix identifies what risk assessments and training must be completed for each officer role at the Council. It is intended that monitoring will take place against the matrix. A review of all health and safety policies (currently 21) and procedures is on-going simultaneously.