Reference	Audit Name and Action Number	Assignee	Detail	Evidence to be Provided	Current Due Target	Original Target Date	Status	Timing	Time lapse since *original* date
1137	Data Protection and Information Management 15.16	Oliver Morley	The Senior Information Risk Officer (SIRO) shall decide how long information and emails etc shall be kept within Anite, and the process for purging or archiving. *The SIRO role was transferred on the departure of the previous incumbent late 2019, and the role reassigned the Corp Director (O Morley).*	Decision taken and copy of instruction informing managers.	31/07/18	30/09/16	NotStarted	Late	4 years +
1529	PCI DSS 18.19 / 3	Oliver Morley	A training needs assessment should be performed for all members of staff that have responsibility for PCI DSS compliance activities so as to determine their training needs.	Shared Service Management Board minutes	01/04/20	01/04/20	NotStarted	Late	1+ year
1530	PCI DSS 18.19 / 4	Oliver Morley	Compliance should be monitored and actin taken when members of staff are found to have not completed the PCI DSS training or have not read the policy and procedures.	Shared Service Management Board minutes	01/04/20	01/04/20	NotStarted	Late	1+ year
1531	PCI DSS 18.19 / 5	Oliver Morley	Actions need to be drawn together in a policy which sets out how the council will manage PCA DSS compliance activities and the policy should be reviewed on a regular basis. this should include but not be limited to: - Assignment of roles and responsibilities for ensuring that the Council is PCS DSS compliant - Procures for staff that are responsible for taking card payments - The Council's security strategy in relation to the storage, processing and transmission of credit card data - A set of instructions for detecting, responding to the storage, processing and transmission of credit card data.	Shared Service Management Board minutes	01/04/20	01/04/20	NotStarted	Late	1+ year
1526	Protocol Policy Management System 18.19 / 3	Madelaine Govier	Management will put a plan in place to seek staff awareness of IT policies by including a rolling awareness programme for extant policies within the protocol policy management system.	High level plan.	30/11/20	01/06/20	NotStarted	Late	11 months

1518	Hardware & Software Asset Management Control 19/20 / 5	Nigel Brown	Management should perform an exercise to gather licensing information evidence relating to all the business and IT software applications. Additionally, licensing information should be recorded but not limited to : - Licence type - Product keys (if applicable) - Locations of the installation CD - Licence expiry	Management and monitoring tools in place on CA infrastructure. Supporting evidence - completion of small works package for deign to implement Lan Sweeper onto CA infrastructure.	31/03/21	01/09/20	InProgress	OnTrack	9 months
1519	Hardware & Software Asset Management Control 19/20 / 6	Nigel Brown	There should be a mechanism in place to monitor and review software installed on all end point devices.	Management add monitoring tools in place on CA infrastructure. Supporting evidence - completion of small works package for design to implement Lan Sweeper on to CA infrastructure	31/03/21	01/09/20	InProgress	OnTrack	9 months
1513	Access Management Control 19.20 / 5	Sagar Roy	Head of IT & Digital 3C Shared Services should ensure requirements for setting up new user access to the network are set out in formal policy document and is uploaded onto the intranet and the PPMS. Line managers acknowledge the formal policy set out by 3CSS which ensures £CSS are notified of leavers in timely manner.	User access policy or requirements in an equivalent policy. Acknowledgement from line managers and employee owners.	31/08/20	31/08/20	InProgress	Late	9 months
1516	Hardware & Software Asset Management Control 19/20 / 3	Colin Chalmers	A thorough review of the ICT asset database should be undertaken on a regular basis to ensure that all assets include a location and the information recorded on them is complete, accurate and up to date.	Review of records highlighted by BDO. Supporting evidence - written confirmation that task to review location records has been completed,	31/12/20	01/09/20	InProgress	Late	8 months
1552	Purchase Order Compliance	Claire Edwards	Investigation will be made into finding out how many supplier accounts we have for employees and put these accounts into suspension so they cannot be used.	IA to be advised of outcome.	30/04/21	30/04/21	NotStarted	Late	less than 1 month

TOTAL 10