

RENFREWSHIRE VALUATION JOINT BOARD

To: Renfrewshire Valuation Joint Board

On: 1 June 2018

Report by: Chief Auditor

Heading: Summary of Outstanding Internal Audit Recommendations

1. Summary

- 1.1 The PSIAS places the responsibility for monitoring progress with the Chief Auditor to ensure that management actions have been effectively implemented, or, if not, that senior management have accepted the risk of not taking action.
 - 1.2 Elsewhere on this agenda, the Chief Auditor provided a report formalising the Internal Audit reporting arrangements to the Joint Board in relation to completed audit assignments and follow up work.
 - 1.3 In relation to these enhanced reporting arrangements, this report therefore provides the updated position of those critical recommendations that have been followed up and have not yet been fully implemented.
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2. Recommendations

- 2.1 Members are invited to note the position with regard to these outstanding recommendations.

3. Background

- 3.1 Internal Audit undertake an annual exercise to ensure that recommendations arising from internal audit engagements have been implemented by management. The results of this exercise have been reported to the Assessor and Electoral Registration Officer on conclusion of the exercise and the overall summary also to this Board as part of the Chief Auditor's Annual Report. All critical recommendations which have been made and have reached their due date for implementation by the date of commencement of this exercise

are included in this follow up exercise management are asked to provide evidence to demonstrate that each of these recommendations have been implemented.

- 3.3 Those which have not yet been implemented or are in the process of being implemented are detailed in Appendix 1, along with the latest response received from management.

For further information please contact Andrea McMahon on 0141-618-7017

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Appendix 1

Renfrewshire Valuation Joint Board

Internal Audit Service

Progress of Critical Recommendations not implemented by their due date.

Engagement	Recommendation	Due By Date	Status	Management Response at Follow Up Exercise	Revised Date
RVJB - ICT Security Arrangements ICT002/2014/004	As a matter of priority, Senior Management should ensure that steps are taken to produce an appropriate IT Disaster Recovery Plan that includes all necessary information to assist in the event of an emergency situation. The plan should be fully formalised, agreed and signed off by senior management. Regular periodic reviews should follow thereafter at least on an annual basis or when important changes occur to ensure the document remains up to date and fit for purpose.	30/04/17	Not Implemented	Following installation of Microsoft 365, email traffic is now supported by Microsoft. Further developments to our internal network, including the introduction of virtual servers, now ensures a seamless process for restoring our network in the event of a disaster. However one remaining issue is the back up for the Progress Server which is housed in Renfrewshire Council's property. This is still being investigated by Renfrewshire Council's ICT department as part of their Disaster Recovery Plan. Once this has been confirmed by Renfrewshire Council	31/05/18

Engagement	Recommendation	Due By Date	Status	Management Response at Follow Up Exercise	Revised Date
				the IT Disaster Recovery Plan will be completed and signed by Management with reviews of these procedures built in.	
RVJB - ICT Security Arrangements ICT002/2014/004	On completion of an appropriate IT Disaster Recovery Plan, Senior Management should ensure responsibility that sufficient test procedures are developed. These test procedures should be realistic, and tested at least once a year as best practice guidance advises.	30/04/17	Partially Complete	Robust testing procedures will be put in place Spring 2018 as best practice guidance advises.	31/03/18