

Audit	Action
504 - 2015-16 - Information at Work	83 - System ownership
504 - 2015-16 - Information at Work	84 - Amendments documented
504 - 2015-16 - Information at Work	86 - Consistent application of document security levels
504 - 2015-16 - Information at Work	89 - Full recovery test
504 - 2015-16 - Information at Work	90 - Audit monitoring
300 - 2015-16 - Sundry Debtors	59 - Procedure notes to be completed
402 - 2015-16 - Bailiff Contract	73 - Recovery procedures compliance checked

Description
<p>System ownership and associated data responsibilities should be formally agreed and documented with the primary users responsible for system functions and data to be documented and agreed by all services using the system. This should include a clear definition of data ownership to ensure all data within the system is properly included and risk assessed within the Council's Information Asset Register as may be necessary.</p>
<p>Any amendments to the base set of functionality associated with the four pre-set user profiles which are applied to a user at a local level by a file system administrator should be documented in an access control document. This should be documented as a responsibility within the System Ownership documents.</p>
<p>A process for the consistent application of document security levels within the system should be considered.</p>
<p>ICT should undertake a full recovery test of the Information@Work system within an IT disaster recovery testing schedule.</p>
<p>Audit monitoring should be addressed as a responsibility of the file system owner within the systems ownership document recommended at 1.1.</p>
<p>The main day to day procedures within the Debtors section should be documented to ensure the uninterrupted operation of the service should key members of staff become unavailable</p>
<p>The Council Tax and Business Rates Recovery Procedure should be checked to ensure it is up to date and compliant with the latest legislation (Taking Control of Goods Act 2013).</p>
<p>It should be dated, show the next review date and be made available on the Councils intranet.</p>

Resolution Comments	Sign Off State
ICT do have some system ownership information but it does require updating. I have moved this on because: a. its quite a substantial piece of work which will require support from all areas of the council to complete. b timetable for migration to Castle House	Open
	Open
	Open
Will be planned to take place after Year End & moves to Castle House	Open
To be put in place once GRPR processes in place and move to Castle house complete	Open
unable to complete at present due to resource pressure	Open
contract discussions for bailiff contract ongoing between Simon Sowerby and Stoke CC still ongoing	Open

Priority	Original Due Date	Current Due Date	Current Due Date State
Medium	02/05/2017	31/07/2018	Overdue/Late
Medium	02/05/2017	30/04/2018	Overdue/Late
Low	02/05/2017	31/05/2018	Overdue/Late
Low	02/05/2017	30/06/2018	Overdue/Late
Low	02/05/2017	30/06/2018	Overdue/Late
Medium	02/05/2017	31/12/2018	Not Due/Early
Medium	02/05/2017	30/09/2019	Not Due/Early

al Due Date Va	Updates	Action Update State	Attachments
-518	4	Pending	0
-518	3	Pending	0
-518	3	Pending	0
-518	3	Pending	0
-518	3	Pending	0
-518	2	Accepted	0
-518	4	Accepted	0

Category	Owner
Written Procedures and Standards	David Elkington
Written Procedures and Standards	David Elkington
Information Security/Assurance	David Elkington
Business Continuity	David Elkington
Written Procedures and Standards	David Elkington
Written Procedures and Standards	Karen Hollinshead
Written Procedures and Standards	Karen Hollinshead