

## Significant Issues Action Plan – Review June 2015

Action	Deadline as per AGS	Action planned and EoY position	Lead officer
To review, develop and test ICT Business Continuity Plan to ensure that it is robust enough to mitigate the identified risks for the Council and its partner organisations	March 2015	<p>Deliver ICT Business Continuity back up arrangements through ICT shared service with FoDDC that have been tried and tested.</p> <p><b>March 2015 position.</b> Business Continuity plans for the ICT Shared Service have been reviewed by South West Audit Partnership (SWAP).</p> <p>Senior officers from both authorities are reviewing the arrangements for individual authorities and developing a shared approach to Business Continuity.</p> <p>ICTSS installed and tested a back-up generator at the Coleford site this has been installed commissioned and tested.</p> <p>ICT SS commissioned a Disaster recovery/ Business Continuity action plan for ICTSS</p> <p><b>Action Plan 2015/16</b> Close this Issue and manage within three new work streams</p>	Director of Corporate Resources

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<b>Work stream 1</b> <ul style="list-style-type: none"> <li>Deliver effective testing of the new ICT disaster recovery (DR) plan; (ICTSS responsibility)</li> </ul>	TBA	ICTSS to brief Audit Committee June 2015	Director Resources
<b>Work stream 2</b> <ul style="list-style-type: none"> <li>Ensure service area disaster recovery and business continuity plans link to the DR plan (ICTSS and CBC shared responsibility)</li> </ul>	TBA	Service specific Business Continuity Plans will be updated during 2015/16 to align with the Corporate Business Continuity Plan and the ICTSS Disaster Recovery Plan once the ICTSS Disaster Recovery Plan has been finalised.	Director Resources

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<p><b>Work stream 3</b></p> <ul style="list-style-type: none"> <li>To review business continuity plans to ensure that they are robust enough to mitigate the identified service delivery risks for the Council and its partner organisations (carried forward from 2014/15) (CBC responsibility)</li> </ul>	TBA	Consult with directors and service managers to ensure that all Service specific Business Continuity Plans are updated to align with the Corporate Business Continuity Plan and the ICTSS Disaster Recovery Plan	Director Resources
<p><b>Safeguarding Children and Vulnerable Adults</b></p> <ol style="list-style-type: none"> <li>Review of operational processes related to maintaining a register which identifies the training needs that relate to child protection and safeguarding for each appropriate post in the Council.</li> <li>Hold a register of acknowledgements for all employees, casual staff, volunteers and elected members that they have read and understood the Safeguarding Children and Vulnerable Adults handbook.</li> </ol>	September 2015	<p>The Learning and organisational Development Team will upload the suitable declarations to the Learning gateway and the appropriate declaration for the 'level' of training needed by each member of staff will be added to their development plans by the service manager</p> <p><b>December position</b> The manager reports that the declaration process is in place and that training records are being pulled together but are not complete.</p> <p>A self-assessment to comply with s11 in respect of its safeguarding practices and processes is being undertaken by the Service manager. The result of this will be considered by the Corporate Governance Group</p> <p><b>Action Plan 2015/16</b></p>	Strategy and Engagement Manager

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<p><b>Car Parking</b> An internal Audit Assurance report has identified a number of issues relating to the management of the car parking services impacting on income and operational effectiveness</p>	<p>September 2015</p>	<p><b>December position</b></p> <p>Cabinet has made budgetary provision for investment in car parking equipment,</p> <p>In addition, the service is reviewing the effectiveness of the Automatic Number Plate Recognition (ANPR) system in Regent Arcade car park and the experience of customers through feedback monitoring.</p> <p>The outcome of the review was reported to Cabinet in February 2015, with recommendations regarding any further proposed investment.</p> <p><b>Action Plan 2015/16</b> Invitation to Tender documents for a Pay and Display solution for the Regent Arcade Car Park have been sent out to 5 interested companies under an ESPO Framework. Closing date for applications is 26th June. On site survey meetings will take place within this time frame as and when requested. It is hoped that replacement will take place in October/ November 2015.</p> <p>The Tender process for a new Pay by Phone contract has been completed and a new contract will be drawn up in due course.</p>	<p>Head of Public Protection</p>

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Purchase Order Management System compliance	September 2015	Internal Audit to undertake compliance testing of the Purchase Order management System and to report findings to Audit Committee	Director of Resources