MALDON DISTRICT COUNCIL

INTERNAL AUDIT
FOLLOW UP OF RECOMMENDATIONS

FEBRUARY 2019

BDO

Summary

Audit	Total Recs	H	M	L	To follow up	Complete		In Progress		Not Due		Overdue		% Complete
						H	M	H	M	H	M	H	M	
15/16. Risk Management – High Level Review	5	1	4	-	5	-	4	-	1	-	-	-	-	80%
16/17. Cyber Crime	7	-	7	-	7	7	-	-	-	-	-	-	-	100%
16/17. Financial Systems	3	-	3	-	3	-	2	-	-	-	-	-	1	67%
16/17. Channel Shift	7	-	7	-	7	-	1	-	6	-	-	-	-	14%
16/17. Information Governance PCI/DSS	4	1	3	-	4	-	3	1	-	-	-	-	-	75%
16/17. Planning	4	-	4	-	4	-	3	-	1	-	-	-	-	75%
16/17. Flooding	5	-	5	-	5	-	3	-	2	-	-	-	-	80%
16/17. Payment and Creditors	4	-	4	-	4	-	4	-	-	-	-	-	-	100%
17/18. Main Financial Systems	3	-	1	2	1	-	1	-	-	-	-	-	-	100%
17/18. Economic Development/ Business Rate Growth	4	-	4	-	4	-	4	-	-	-	-	-	-	100%
17/18. Partnership Working	3	-	1	2	1	-	1	-	-	-	-	-	-	100%
17/18. Disaster Recovery and Business Continuity	6	-	5	1	5	-	1	-	-	-	-	-	4	20%
17/18. Contract Procurement Management and Purchasing	6	-	3	3	3	-	3	-	-	-	-	-	-	100%
17/18. Attendance Management	2	-	1	1	1	-	1	-	-	-	-	-	-	100%
17/18. Elections Improvement Plan	6	-	3	3	3	-	3	-	-	-	-	-	-	100%
17/18. Business Resilience	5	-	3	2	3	-	3	-	-	-	-	-	-	100%
Total	74	2	58	14	60	7	37	1	10	-	0	-	5	

Introduction

We regularly follow up progress with the implementation of recommendations raised by Internal Audit and bi-annually we report to the Audit Committee. We request commentary by responsible officers on the progress towards implementation of our recommendations and for high and medium priority recommendations we verify the progress to source evidence and conclude either that the recommendation is complete or incomplete. This report represents the status of all internal audit recommendations as at 31st December 2018.

2015/16 Recommendations

19 high and medium priority recommendations were made in 2015/16, of which 18 were confirmed to have been implemented by March 2018 and previously reported. The remaining medium priority recommendation (Risk Management) will be implemented under the Future Council Model.

2016/17 Recommendations

For 2016/17 we raised a total of 34 high and medium priority recommendations. From this we note:

- 23 recommendations have been implemented
- 3 recommendations relating to Information Governance PCI/DSS (1 recommendation) and Flooding (2 recommendations) have revised implementation dates which are not yet due
- 1 recommendation is overdue relating to Key Financial Systems
- A further 7 are overdue relating to the audits of Planning (1 recommendation) and Channel Shift (6 recommendations). These recommendations will be implemented under the Future Council Model.

2017/18 Recommendations

21 high and medium recommendations were raised in 2017/18. The current position of these recommendations is as follows:

- 17 (medium priority) are considered implemented relating to Economic Development, Partnership Working, Procurement & Contract Procurement Management and Purchasing, Business Resilience and Disaster Recovery, Attendance Management, Main Financial Systems, Elections improvement Plan and Business Continuity

- 4 (medium priority) are in progress relating to Disaster Recovery and Business Continuity.

Overall progress is satisfactory.

Recommendations: OVERDUE

Recommendation made	Priority Level	Manager Responsible	Due Date	Current Progress
17/18. Business Continuity and Disaster Recovery				
Management should include Recovery Time Objectives (RTO) and Recovery Point Objectives (RPO) so that they align with the priority services mentioned within the Corporate Business Continuity Plan. Based on the defined RTO and RPO, management should prioritise the recovery of the Council's critical services and align all continuity and recovery plans to these objectives. The criticality and priority of the Council's service should be reviewed on a routine basis or following a significant change of circumstances. Define the respective RTOs and RPOs according to: • The financial impact of the loss of the IT service on the Council • The reputational impact of the loss of the IT service • The regulatory impact of the loss of the IT service • The resources required to recover the service	Medium	Community Safety Officer – Community Resilience (CCC), Phillip Cowles – Interim ICT Manager	~~August 2018~~ ~~October 2018~~ June 2019	The Council is in the process of replacing, upgrading and introducing new systems and infrastructure. The work is scheduled to be completed at the end of June 2019.
Management should review and, where necessary, amend the IT Disaster Recovery Plan so that is aligned to and supports the Council's business continuity arrangements. This should include, but is not be limited to: • The RTO and RPO should be aligned with the Business Impact assessment for critical IT infrastructure, hardware, and systems • The procedures for invoking the Council's IT Disaster Recovery Plan • Step by step recovery procedures for the recovery of critical IT services.	Medium	Phillip Cowles – Interim ICT Manager	~~August 2018~~ ~~October 2018~~ June 2019	As above.

Recommendations: OVERDUE

Recommendation made	Priority Level	Manager Responsible	Due Date	Current Progress
Management should define a Business Continuity Plan to include sufficient information to maintain continuity of business in the event of a business disruption. It should include, but not be limited to: • Specific responsibilities for key individuals, including employees authorised to declare a disaster, specified responsibilities to restore IT, as well as recovery of business services • Contact information for external service providers during disaster recovery and business continuity procedures implementation • Recovery time objectives and recovery point objectives • Access arrangements to be implemented as alternate workspaces and business processes to be followed to recover normal business operation. The Corporate Business continuity plan should link to the Disaster recovery plan.	Medium	Community Safety Officer – Community Resilience (CCC),	~~September 2018~~ ~~November 2018~~	As above.
An IT Disaster Recovery scenario test on critical infrastructure and applications should take place to provide assurance that recovery could happen within the expected time frame. Management should document the testing results to be able to provide an audit trail and determine the further actions required to address any issues on a timely basis. Management should continue to perform tests of its continuity and recovery plans on at least an annual basis.	Medium	Phillip Cowles – Interim ICT Manager	~~August 2018~~ ~~October 2018~~ June 2019	As above.
16/17. Main Financial Systems				
Policies are prepared to clarify the Council approach to acquisition, transfer and maintenance of Council properties and assets	Medium	David Rust Facilities and Asset Manager	~~March 2018~~ 31 December 2018	This will be discussed at the next AWG on 7th December 2018.

FOR MORE INFORMATION:

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