Audit Title	Target Date	Person Responsible	Summary Management Action	Update Date	Update Detail
Temporary Accommodation	31/10/2018	Colin Moone	The TA Team will confirm all nightly self-contained properties and bed and breakfast properties have the following in place: ⬜ a current gas safety record; ⬜ carbon monoxide and fire safety precautions; ⬜ safe electrics and electrical equipment;	12/2/2019	"A spreadsheet has been devised with a traffic light system to indicate certificates in date, out of date, approaching the end of date. • Spreadsheet created with all properties being used with the providers details • Spreadsheet created with all Bed & Breakfasts that may be used with providers details • Gas Safety Certificates, Electrical Installation Certificates and EPC's requested from all providers • Compliance Folders created on the Shared Drive to save certificates • Work is ongoing to populate the spreadsheet and create Compliance Files Next step will be to add Fire Precaution & Carbon Monoxider information
Business Continuity Planning Arrangements	31/3/2018	Joe Carter	"A formal group will be established to oversee the Council's business continuity agenda. The group's remit will be defined within Terms of Reference which will include;	18/12/2018	Amended as per follow up audit April 2017. Amended as per Q1 follow up
Business Continuity Planning Arrangements	31/8/2016	Joe Carter	The Council will develop an overarching Business Continuity Management (BCM) Policy covering the framework for BCM in the organisation.	18/12/2018	Completed as per Joe Carter RHR SMT

Audit Title	Target Date	Person Responsible	Summary Management Action	Update Date	Update Detail
Information Governance	31/3/2018	Simon Pallett	The Information Governance Policy will be reviewed and updated to sure it reflects the arrangements and processes within the Council, in line with the HSCIC guidance, including; • roles and responsibilities, covering senior IG roles (Caldicott Guardian, •	19/12/2018	In progress
Creditors	31/5/2018	Barry Stratfull	All amendments to supplier standing data (including changes to email addresses and bank details) will be supported by a fully completed and authorised form (with any relevant correspondence), clearly evidencing the verification checks undertaken	7/2/2019	Not sure if this is comple
General Ledger	31/7/2018	Barry Stratfull	The Council will implement an appropriate password policy that requires passwords to be changed on first sign on from a new user, and that also sets passwords to automatically expire and require changing on a periodic basis.	7/2/2019	Will be completed by 31st March 2019
Information Governance	30/9/2017	Simon Pallett	The Council will undertake a data flow mapping exercise to ensure all flows, both inbound and outbound, of person identifiable and sensitive information in all service areas have been identified mapped and recorded. The information flows will be risk ass	19/12/2018	Noaction taken, q1 Follow up found still in progress The outcome of the mapping exercise and the risks identified will be reviewed by the IT and Information Governance Board, prior to subsequently being reported to CMT. email 2/10/2018 requesting status