

Priority 1 list - June 2022

Appendix A

Report Number/Date	Title	Opinion	No. of Priority Ones	Details of original Recommendation	Responsible Officer	Lead Officer	Comments
<b>CORP/01/2020</b>  <b>Finalised 30th September 2021</b>	<b>Review of Information Governance and GDPR</b>	Limited	1	See Part II report, October 2021.	Director of Corporate Services	Head of Information Management	October 2021 See Part II Report  March 2022 See Part II Report  Recommendation is due for implementation in July 2022.
<b>CEX/03/2018/AU</b>  <b>Finalised 29th May 2020</b>	<b>Review of Controls to Mitigate the Risk of ICT System Failures</b>	Limited	1	Management should ensure that :- -The replacement of the electrical mains and generator control is completed by the TFM contractor as soon as possible - A review of the process to escalate outstanding job requests to Amey in a timely and formal manner is undertaken -The roles and responsibilities with regard to the electrical supply on the Civic Centre site and the need to mitigate the risk of system failure and loss of data is clarified.	Director of Corporate Services	Head of Information System Services  Senior Property Manager	July 2020 See Part II Report  See Part II Report  March and June 2021 See Part II Report  October 2021 See Progress Report  March 2022 See Progress Report  June 2022 See Progress Report
<b>PEO/03/2020</b>  <b>Finalised 7th December 2021</b>	<b>Review of Supported Living Audit 2020-21</b>	Reasonable	1	Management should ensure that a voids monitoring process is implemented by Commissioning, to regularly monitor voids to keep them at a minimum to ensure that unnecessary costs are not incurred by the Authority. -Void costs within the supported living service should be easily identifiable. -An agreed process should be in place for the monitoring of voids which should be undertaken by an officer identified by management. -The average void weekly cost will need to be determined for contracts going forward, in order to determine the total costs for the voids identified at each unit.	Director of Adult Services	Head of Service Complex & Long Term Commissioning	March 2022 See Progress Report  June 2022 As at March 2022, the service had implemented systems to address the recommendation. We agreed to undertake further follow work in July 2022 to assess how effectively these are working.

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<b>CEX/01/2021</b> <b>Finalised 28</b> <b>January 2022</b>	<b>Review of the IT asset register</b>	Limited	1	Management should put appropriate procedures and controls in place to enable them to gain assurance that the information recorded in the IT asset register by the Council's IT contractor is accurate, complete and up to date. This should include: (i) specifying to the Council's IT contractor what detailed information should be recorded, how it should be categorised and what management information is required and when, and (ii) carrying out, periodically, an independent review of the information recorded in the register to identify any gaps in information or inaccuracies and confirming that assets purchased have been correctly added to the register.	Director of Corporate Services	IT Contract and Operations Manager	March 2022 See Progress Report  June 2022 See Progress Report
<b>PEO/07/2021</b> <b>Finalised 9 June</b> <b>2022</b>	<b>Review of SEN Placements and Transition Process</b>	Limited	1	Ensure that, in conjunction with the future discussions with the Education & Skills Funding Agency, organisational arrangements are put in place to manage financial demand for SEN placements including the availability of funding:  (i) when a placement is approved,  (ii) when any increase in educational needs requiring additional funding is identified from the annual review of a young person's EHC plan, and  (iii) with an estimate of the full life costs of the placement carried out to inform future financial forecasting.	Director of Education	Director of Education and Head of Service, SEN	Not yet due.
<b>CORP/03/2021</b> <b>Finalised 22</b> <b>March 2022</b>	<b>Cyber Security</b>	Limited	1	See Part II report.	Director of Corporate Services  Director of HR	Assistant Director, HR  Assistant Director, IT	Not yet due.