Council Response to External Audit Report

No.	Priority Assessment	Recommendation	Management Comments	Implementation date and responsibility
Audit Recommendations				
1	Medium	**Payroll system password configuration:** Management should consider the following: • increasing the minimum password length to 8 characters • setting password expiry to 30-60 days • enabling the use of complex passwords (including the use of a dictionary to restrict users from choosing common words) • locking accounts after 3 grace logons	East Herts will review security policies relating to all major line of business applications once the overall review of network security has taken place as the latter may impact on the former. East Herts propose to review password control and other security for the payroll system by September 2013.	Head of Shared IT September 2013
2	Medium	**Leavers access rights to Capita: Academy:** Management should consider implementing a formal process to ensure a periodic human resources report of leavers is provided to the Capita: Academy system personnel	Academy system personnel are to be included on the leaver notification email from HR from July 2013.	Systems & Support Manager (Capita) Implemented

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3	Medium	**IT security policy update:** Management should ensure that the IT Security Policy is reviewed at planned intervals or when significant changes occur to ensure its continuing suitability, adequacy and effectiveness. We recommend that updated IT policies are reviewed and approved by management, published and communicated to all employees and relevant third parties.	East Herts agreed to pursue a shared ICT service with Stevenage Borough Council in August 2013. The shared service arrangements focus on the implementation of a shared data service centre for the two partner authorities which will be implemented by the end of 2013/14. In order for these proposals to go forward there is an urgent requirement to review IT security policies for both authorities. A provisional timeframe to review core security policies has been set as December 2013, subject to agreement by the Shared Services Partnership Board in their first meeting on 9 September.	Head of Shared IT December 2013
4	Medium	**Unauthorised access attempts reports**: Management should create a policy associated to unauthorised attempts to the revenues/benefits and payroll systems. This policy should consider a review of unauthorised login attempts, as well as set out follow up actions to be adopted in case a security risk is identified	East Herts will review security policies relating to all major line of business applications once the overall review of network security has taken place as the latter may impact on the former. A provisional timeframe to review core security policies has been set as December 2013	Head of Shared IT December 2013