



ANNUAL GOVERNANCE STATEMENT 2016/17

Action Plan 2017/18 - Issues identified in 2016/17

During 2016/17 SIAS conducted an audit on the East Herts / Stevenage Borough Council shared services Digital Information Management processes. This audit would supplement the previous Information Management (Storage and Retention) audit for the benefit of both Councils.

SIAS could only provide overall limited assurance that there are effective controls in operation with regards to the reviewed risk management processes. Two 'High', one 'Medium' and one 'Merits Attention' priority recommendations were made to improve the controls that have been implemented as part of the management of the Councils' digital records. These will be reviewed during 2017/18; the two high priority recommendations are as follows:

Issue	Recommendation
Digital Record Retention	<ul style="list-style-type: none">• Senior Management should identify an appropriate file management system.• Digital records should be reviewed on a routine basis and where there is not a demonstrable need for their retention, they should be disposed of.• IT should maintain a record of IT systems that do not conform to the Council's requirement for digital records retention along with compensating controls.
Security Standards for IT Systems	<ul style="list-style-type: none">• Management should establish a standard for securing the IT systems that are used to collect, process and store digital records.• Management should maintain a record of the IT systems that do not comply with the standard and take appropriate action to mitigate the risk of a security breach.

We propose to address the previously described matters to further enhance our governance arrangements. We will monitor our performance against these recommendations as part of our next annual review.

Certified by the leader of the Council and the Head of Paid Service:

Signed.....Dated.....

**Councillor Linda Haysey
Leader of the Council**

Signed.....Dated.....

**Liz Watts
Chief Executive**