

## ANNUAL GOVERNANCE STATEMENT

### ACTION PLAN 2017/18

#### Significant governance issues

#### Required enhancements to internal control arrangements:

Issue	Resp. Off.	Initial Target Date	Actions needed to achieve milestone	Current Position	RAG Status
Digital Record Retention	Leadership Team	31 <sup>st</sup> March 2018	<ul style="list-style-type: none"> <li>• Senior Management should identify an appropriate file management system.</li> <li>• 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.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• The GDPR plan which is currently being prepared within the Legal and Democratic Services Team will provide the guidance and monitoring requirements of all Digital record retention.</li> </ul>	AMBER

Issue	Resp. Off.	Initial Target Date	Actions needed to achieve milestone	Current Position	RAG Status
Security Standards for IT Systems	Leadership Team	31 <sup>st</sup> March 2018	<ul style="list-style-type: none"> <li>• Management should establish a standard for securing the IT systems that are used to collect, process and store digital records.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• The IT Improvement Plan is currently in progress and will establish new security standards and seek to further mitigate the risk of security breach.</li> </ul>	AMBER