

Audit Reference	Audit Area	Main Contact	Recommendations	Priority	Status Description	Original Date Due for Completion	Revised Date Due for Completion	Notes for Changing Date	Latest Note
BRK1702	Health & Safety-B78	Health and Safety Advisor	Recommendation 1 - A review be undertaken of all outlying / residual Breckland and South Holland Council owned premises, including leisure facilities, commercial property, to firstly determine where responsibility for health and safety lay i.e. with the Council or third party and secondly, to obtain the requisite evidence that health and safety compliance is being maintained.	Medium	Outstanding (With Agreed Extension)	30-Dec-16	31-Mar-17	Delay in starting process due to conflicting work demands	Colin Saville 02-Feb-2017 Extension agreed to 31/03/17 as per reasons / discussions with Nick Kendrick previously.
BRK1702	Health and Safety	Health and Safety Advisor	Recommendation 2 - Following on from recommendation 1, health and safety inspections to be undertaken of all corporate premises as a matter of priority and be formally documented with outcomes reported to and monitored by the respective health and safety sub committees, the JSCHSG and EMT.	Medium	Outstanding (With Agreed Extension)	30-Dec-16	31-Mar-17	Delay in starting process due to conflicting work demands	Colin Saville 06-Dec-2016 Agreed to defer implementation date to 31/03/17 following request from responsible officer and as discussed previously.
BRK1704	Environmental Services - contaminated waste	Communities Manager	Using the NEWS intensive audit outcomes as a starting point, a formal rolling action plan be developed and implemented to reduce the level of contaminated waste to the threshold level included in the contract with Norse Environmental Waste Services (NEWS). The action plan to include targeted actions to be taken in locations highlighted in the intensive audits. Implementation of the action plan be subject to formal monitoring by management to ensure that actions are completed fully and in a timely basis. Actions to be assigned to a responsible officer(s), and have a target dates for completion.	Medium	Outstanding (No Extension Agreed)	01-Feb-17			Colin Saville 10-Feb-2017 No updates provided.
BRK1720	Website Content Management	Digital and Customer Access Manager	Management to draft, agree and communicate relevant website management policies and procedures. Such review to include documentation of a corporate website design standard, also to be adopted across the wider digital platform being implemented	Medium	Outstanding (With Agreed Extension)	31-Aug-16	31-May-17	A policy is currently being compiled for circulation to coincide with the launch of the new website which will go live in January 2017	This will be dealt with by new person in post which will better resource the team to them deal with the outstanding audit recommendations. A revised deadline date 31 May 2017 has been proposed
BRK1720	Website Content Management	Digital and Customer Access Manager	Management to ensure that an appropriate cookies warning is configured to appear on the site as required by EU law.	Medium	Outstanding (With Agreed Extension)	31-Aug-16	30-Apr-17	This will be implemented with the new website design which will be live in January 2017	Work in progress, revised date end of April 2017
BRK1720	Website Content Management	Digital and Customer Access Manager	Management to draft, agree and communicate relevant website roles and responsibilities and have all relevant staff sign off their agreement to comply with them.	Medium	Outstanding (With Agreed Extension)	31-Aug-16	31-May-17	This will be included with the website policy document which will be compiled prior to the new website going live in January 2017	This will be dealt with by new person in post which will better resource the team to them deal with the outstanding audit recommendations. A revised deadline date 31 May 2017 has been proposed
BRK1720	Website Content Management	Digital and Customer Access Manager	Management to conduct a review of the existing cookie policy that has been published on the Council's website in order to ensure that it remains relevant to the Council's current requirements and that it is complete.	Low	Outstanding (With Agreed Extension)	31-Aug-16	30-Apr-17	This will be implemented on the new version of the website	Work in progress, revised date end of April 2017
BRK1720	Website Content Management	Digital and Customer Access Manager	Management to implement a process whereby the SorSite scans and related reports are run on a regular basis and communicated to all relevant web editor staff.	Low	Outstanding (With Agreed Extension)	31-Aug-16	31-May-17	This is a time consuming process and currently falls out of priority. The addition of additional resource will allow this process to be performed	This will be dealt with by new person in post which will better resource the team to them deal with the outstanding audit recommendations. A revised deadline date 31 May 2017 has been proposed
BRK1720	Website Content Management	Digital and Customer Access Manager	Management to review all of the available housekeeping tasks, for example, the "StaleArticleCheck" task, and enable (schedule) all those that are considered to add value to the management of the website.	Low	Outstanding (With Agreed Extension)	31-Aug-16	28-Feb-17	This ongoing process requires resource. This will be possible when the new resource is appointed	Colin Saville 06-Dec-2016 Agree to extension until 28/02/17 as per management's comments.
BRK1720	Website Content Management	Digital and Customer Access Manager	Management to update the website templates to include the date when the content on the pages being viewed was last updated.	Low	Outstanding (With Agreed Extension)	31-Aug-16	28-Feb-17	This is not a facility that the Goss ICM system allows but could be implemented by Goss at a cost. To date no other council has asked for this functionality (including SHDC) meaning it has not been viewed by 60 plus councils that use Goss as their ICM provider, however it is common on news websites. I have requested a cost to complete this work from Goss	Colin Saville 06-Dec-2016 Having discussed the latest management responses with Paul Kamminga - Senior IT Audit Manager, I have changed the status to 'Outstanding - extension agreed', with a revised date of 28/02/17. This acknowledges the responses on whether the recommendation is to remain and having indicated you are requesting a cost from Goss to implement the recommendation. This can then be updated further once the costs have been provided/the way forward reconsidered.