

Audit Area	Responsible Officer	Recommendations	Priority	Status Description	Original Date Due for Completion	Revised Date Due for Completion	Latest Note
BRK1619 - Business Continuity Planning and Disaster Recovery	Interim Head of IT	Recommendation 2 - Copies of all relevant DR plan documentation (including updated documentation as this becomes relevant) to be communicated to all relevant staff, with hard copies kept at both Elizabeth House in Dereham and Breckland House in Thetford. Consideration could be given to incorporating the DR plan documentation into the Corporate Business Continuity Plan or using similar storage and communication mechanisms.	Medium	Outstanding (With Agreed Extension)	29-Jul-16	11-May-18	BDC Business Impact Assessments (which include IT dependencies) to be returned to Emergency Planning by Friday 23.03.2018. ICT Data Backup and Replication policy currently being reviewed by Portfolio Holders. ICT combined DR & BC plan v1.6 to be presented to ICT Governance Board on 20.04.2018.
BRK1619 - Business Continuity Planning and Disaster Recovery	Interim Head of IT	Recommendation 1 - IT Management to complete the upgrade of the DR infrastructure and ensure that formal documentation of DR plans are drafted and agreed thereafter. The following suggested best practice processes to be taken into account: Incorporate a list of all internal and external contact details. For example, Com-Com, all internal IT staff and Norfolk County Council contacts; The inclusion of a version history section that can be used to log changes to the plan and reasons for the changes. For example, as a result of lessons learned from any tests; Formally define roles and responsibilities, including responsibilities for invocation and escalation, possibly aligned to the Corporate Business Continuity Plan if IT management staff are already included there; Ensure that the Recovery Time Objectives defined in Appendix J of the Corporate Business Continuity Plan are reflected within the DR plan documentation as a minimum standard for recovery.	Medium	Outstanding (With Agreed Extension)	29-Jul-16	11-May-18	BDC Business Impact Assessments (which include IT dependencies) to be returned to Emergency Planning by Friday 23.03.2018. ICT Data Backup and Replication policy currently being reviewed by Portfolio Holders. ICT combined DR & BC plan v1.6 to be presented to ICT Governance Board on 20.04.2018.
BRK1619 - Business Continuity Planning and Disaster Recovery	Interim Head of IT	Recommendation 5 - IT Management to document, agree and implement an appropriate DR test plans and relevant supporting management process. Such processes to include: The creation and communication of test reports for each test; Documenting appropriate remedial action plans that seek to address potential weaknesses identified as a result of the tests; Updating the DR plan as appropriate to implement any remedial actions identified.	Medium	Outstanding (With Agreed Extension)	29-Apr-16	11-May-18	BDC Business Impact Assessments (which include IT dependencies) to be returned to Emergency Planning by Friday 23.03.2018. ICT Data Backup and Replication policy currently being reviewed by Portfolio Holders. ICT combined DR & BC plan v1.6 to be presented to ICT Governance Board on 20.04.2018.
BRK1619 - Business Continuity Planning and Disaster Recovery	Interim Head of IT	Recommendation 6 - IT Management to ensure that all DR-related documentation such as the DR plan, test schedules, test reports and remedial action plans be shared with Business Continuity colleagues as appropriate.	Medium	Outstanding (With Agreed Extension)	30-Jun-16	11-May-18	BDC Business Impact Assessments (which include IT dependencies) to be returned to Emergency Planning by Friday 23.03.2018. ICT Data Backup and Replication policy currently being reviewed by Portfolio Holders. ICT combined DR & BC plan v1.6 to be presented to ICT Governance Board on 20.04.2018.
BRK1619 - Business Continuity Planning and Disaster Recovery	Interim Head of IT	Recommendation 3 - IT Management to work with Business Continuity Management to design and implement appropriate IT service Business Continuity Plans that adequately demonstrate how the DR service will be delivered. The plans to include reference to formal out of hours support arrangements.	Medium	Outstanding (With Agreed Extension)	29-Apr-16	11-May-18	BDC Business Impact Assessments (which include IT dependencies) to be returned to Emergency Planning by Friday 23.03.2018. ICT Data Backup and Replication policy currently being reviewed by Portfolio Holders. ICT combined DR & BC plan v1.6 to be presented to ICT Governance Board on 20.04.2018.