

Audit Reference	Responsible Officer	Recommendations	Priority	Status Description	Original Date Due for Completion	Revised Date Due for Completion	Latest Notes
BRK1802 - Private Sector Housing	Housing Manager	Documented licence conditions be enforced and the relevant evidence be retained and where a landlord has not provided evidence requested or failed to meet licence conditions, then formal enforcement actions be taken as necessary.	High	Outstanding (With Agreed Extension)	01-Jul-18	01-Dec-18	Private Sector Officers are ensuring that all evidence of enforcement cases are being recorded on Flare and will be transferred across to the new software system in the new year. Amendment to original date requested as this action requires changes to policy and procedure. Both of these documents are in the process of being amended and will be required to follow the committee process reflected within the proposed completion date.
BRK1802 - Private Sector Housing	Housing Manager	All inspections, including assessment of fire risks, to be promptly completed and licences processed and issued in a timely manner, within an agreed timeframe, which should be clearly communicated to the Housing team.	High	Outstanding (With Agreed Extension)	01-Jul-18	01-Dec-18	The team are focussing on high risk assessments and ensuring that all administrative tasks are completed in a timely manner. The team are currently recruiting an additional resource who will focus on this area. Amendment to original date requested as this action requires changes to policy and procedure. Both of these documents are in the process of being amended and will be required to follow the committee process reflected within the proposed completion date.
BRK1806 - Environmental Protection	Business Development Officer	The Council to implement and maintain a risk assessment programme for private water supplies.	Medium	Outstanding (With Agreed Extension)	31-May-18	30-Jun-19	Extension has been requested and agreed to put this action in line with others, to enable the implementation of replacement Public Protection software which will better support the delivery of this function.
BRK1814 - Planning	Planning Enforcement Manager	An enforcement register is created and maintained in line with legislative requirements.	Medium	Outstanding (With Agreed Extension)	31-Jan-18	03-Dec-18	The officer involved has been signed off for a prolonged period. We have not reassigned the work because the information remains accessible to the public and therefore it is not considered a delay would have negative impacts. This de-prioritisation of the action was raised at the Capita Operational Board in August 2018 and the Council did not contest the delay or offer a different view on the priority of the action.
BRK1821 - Cybersecurity	IT Manager	Recommendation 2. The Council to conduct a review of the ICT Security policy, including suggested policy adjustments related to Cyber threats and as laid out in subsequent actions in this report, and communicate it to all relevant officers and members.	Medium	Outstanding (With Agreed Extension)	31-Jul-18	28-Feb-19	ICT Security policy now complete this needs to be passed through the Council approval process.

BRK1821 - Cybersecurity	IT Manager	Recommendation 4. The Council to ensure that the available Cyber Security e-learning package is made available to all officers and members and that completion of the training is logged and monitored.	Medium	Outstanding (With Agreed Extension)	31-Oct-18	31-Mar-19	A bid is being put forward across the Norfolk Councils to seek funding to acquire specialist Cyber security training material to address this topic. Training on Cyber Security was highlighted as a area to improve on in general across all the Norfolk Councils and as such this has resulted in a joint bid to seek the funding to deliver this. The original plan to utilise the existing computer based training system cannot currently progress as the budget funding is no longer available for Breckland users. I will find out when the funding request will be decided and advise timeline for solution.
BRK1821 - Cybersecurity	IT Manager	Recommendation 5. The Council to implement appropriate change control processes that are proportional to the needs of the Council.	Medium	Outstanding (With Agreed Extension)	31-Jul-18	31-Dec-18	Work has been undertaken to implement a change control process for the IT service at Breckland Council. There is a change control module within the Manage Engine service desk software which we have invested in. Currently we have put together a work flow process that we think is proportionate to the service needs and are currently in the process of evaluating this.
BRK1821 - Cybersecurity	IT Manager	Recommendation 7. The Council to conduct a risk assessment of the lack of firewall resilience and to deploy additional resilience in this area as appropriate.	Medium	Outstanding (With Agreed Extension)	31-Aug-18	31-Dec-18	Firewall procured and on site. Need to create time to implement as a active active pair of firewalls. Looking to deploy by end of December 2018
BRK1821 - Cybersecurity	IT Manager	Recommendation 8. The Council to ensure that, once connectivity to provide seamless service during a disruption at either site is in place, the functionality is tested on a periodic basis.	Medium	Outstanding (With Agreed Extension)	31-Aug-18	30-Apr-19	Working is progressing between Breckland ICT and CPBS to put in place a DR / BC solution. Currently the expected delivery time would be estimated around April 2019.