Details on those recommendations outstanding
Status – all Amber (Ongoing with deadline missed)

Corporate Resources/ACE People and Organisations

Payroll 2009/10

Recommendation R1: It should be ensured that timesheets and travel claims are appropriately approved prior to payment.
Rationale for Recommendation: The authorised signatory list of managers is incomplete, which hinders the ability to check the authorisations on expenses and travel claims thoroughly.
Target Dates: August 2010 September 2011(revised) March 2012(revised) June 2012 (revised) End December 2012 (revised) End April 2013 (revised) End June 2013 End September 2013
Current Position and Explanation for Slippage: Slippage in the implementation of this recommendation has occurred as the processing of travel and expense claims became part of the ESS/MSS implementation project. This project enables claims to be completed and authorised on-line with the authorisation of claims being a line manager responsibility based on the organisation structure. Travel claims went "live" on 25th February 2013 and timesheets are expected to follow in June 2013. The new system will be audited during the 2013/14 Payroll audit. The manual completion and authorisation of claim forms is expected to continue in some service areas for the next year due to restricted access to the necessary ICT; however an authorised signatory listing is planned to be in place for all areas not using ESS/MSS by September 2013.

SAP Access and Security (incl. IT DR) Managed Audit

Recommendation R2:
A Disaster Recovery Plan should be developed and approved. As a minimum, this should include;

- the identification and prioritisation of key IT systems
- the roles and responsibilities of relevant officers and third party suppliers
- a set of IT procedures which should be executed initially to react to crises/disaster
- escalation procedures
- salvage procedures that deal with retrieval of items from affected sites
- the recovery and reconfiguration of all IT and communication systems
- details of additional accounts where monies may be sourced to aid recovery efforts
- a schedule in respect of the testing of the plan

Rationale for Recommendation:
During 2009/10, there was no Disaster Recovery Plan. Recovery from the server failures in February 2010 gave highest priority to restoration of the IT infrastructure. Meetings and telephone conversations with Heads of Services and Directors were held to agree the recovery plan / priorities and time scales. No IT Disaster Recovery Strategy was found to be documented to describe the role and development of a Disaster Recovery Plan and to improve the recovery options of IT systems.

Target Dates:
December 2010.
December 2011 (revised).
September 2012 (revised)
October 2012 (revised)
March 2013 (revised)
March 2014 (provisional – subject to approval of plan by CMT and updating of Business Impact Assessments – to be carried out by the Emergency Planning and Business Continuity Team).

Current Position and Explanation for Slippage:

A presentation was made on behalf of the Head of Information Assets to the last committee. Following this meeting the Disaster Recovery Plan has been updated and a current draft contains details of the current operational capacity and a roadmap for planned architectural developments during 2013-14. The plan demonstrates a positive direction of travel going forward for 2013/14 and it will be developed further to take account of revised Business Impact Assessments being carried out by the Emergency Planning and Business Continuity Team.   The draft plan is subject to approval by the Head of Information Assets.