

## **2013/14 - Annual Governance Statement Action Plan.**

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### **Purpose of the Report**

This report has been prepared for the Audit Committee to review the progress made on the 2013-14 Annual Governance Statement (AGS) Action Plan

### **Recommendation**

To note the progress made.

### **Background**

The Audit Committee agreed the action plan in May 2014 at the same time as approving the Annual Governance Statement. As agreed the action plan will be monitored quarterly to ensure progress is made and improvements in governance are acted upon during the year. This will strengthen the overall governance framework and improve the assurances that can be given for the next Annual Governance Statement.

### **Action Plan**

The action plan included the following actions:-

A refresh of the **Risk Management Strategy** and reporting risk management regularly to **Management Board** and **Audit Committee**;

**Update:-** The Risk Management Strategy is being reviewed and will be presented to Audit Committee in 2015. So far this year Management Board have reviewed the risk appetite and a report submitted to the Audit Committee. A further update will be made in December 2014.

Provide refresher training on **Data Protection** and **data encryption**.

We have had a rolling programme of Data Protection training (the vast majority of our staff have been trained in basic awareness. We also have Data Protection nominees in each service who have had a greater level of training. It is planned to run member training, on the key Data Protection issues that affect them in June next year.

At present data encryption training is provided to staff who are issued with encrypted devices or software on a case by case basis. We also provide updates on our Intranet pages for all staff and at staff forums including the Data Protection User Group and the ICT User Group on any items of note regarding encryption. Both forums have a selection of representatives present from across the Council.

### **Financial Implications**

There are no financial implications associated with these recommendations.

**Background Papers** :None