

INTERNAL AUDIT / INSPECTION RECOMMENDATIONS – CONSOLIDATED ACTION PLAN

APPENDIX A

| Ref No | Recommendation Description | Responsible Officer | Milestones / Date of Completion | Progress to Date | Assurance Level | Status |
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Business Continuity (1.12/13)

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| 3.9 | Management should design and document an Authority wide process for recording, monitoring and reporting to senior management on the regular completion of BC tests by all departments across the Authority. | Head of Contingency Planning | Jun 13 Revised: Mar 14 | Update Nov 13 - Action remains ongoing. A thorough review of the Business Continuity (BC) ISO standard is in progress, to determine how our current systems and processes are compliant. The results of this assessment are due to be presented to a BC Gold group in Feb 14. | Medium | Amber |
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Procurement (10.11/12)

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| 4 Procurement | Recommendation Restated A centralised standardised procurement procedures manual should be developed as soon as practical. Until such time as the new Manual is available it is essential that staff are reminded of the need to make sure they comply with all 'local' procedures and requirements and that they use any new 'standard' forms issued. | Head of Procurement | 31/7/13 Revised: April 14 | Update Nov 13 – The progression of this recommendation has been influenced by the changing situation with regards to collaboration. At the time of the audit report, the recommendation was being progressed as a three force project. Following the decision of Herts to step back from some elements of three force collaboration, it was amended to a two force project. The recent position of the Chiefs and PCC's to continue collaboration as a three force alliance has resulted in the project again now being progressed as a three force option. The BCH Procurement Board met in October and agreed that all three counties should move to a single policy (including thresholds) by April 2014. | High | Amber |
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| | | | | This is currently being developed by Head of Procurement with a draft ready for first review in Jan. | | |
| Information Governance (4.12/13) | | | | | | |
| 3.2 | Recommendation restated Management should ensure that the draft tri-Force Information Assurance Strategy and Information Assurance Policy are approved by the IASB and made available to staff / officers. | Anti-Corruption DCI | 30/9/13 | The IA Strategy and Policy was approved by DCC Feavyour June 13. This is being progressed to the Chief Constable Board. The policy is awaiting publication. Update Nov 13 - Complete | Medium | Green |
| 3.3 | Recommendation restated Management should complete the proposed design and implementation of the Information Assurance Culture change Strategy and associated plans to include training requirements which ensure that : <ul style="list-style-type: none"> • All staff receive the minimum government-recommended Information Security training and <ul style="list-style-type: none"> • Managers with key Information Governance responsibilities successfully undertake appropriate Information Security training. | Anti-Corruption DCI | 30/9/13 | Progress has been made in developing the strategy and necessary training requirements. These need to be further progressed through the BCH joint Integrity and Standards Committee which is due to meet next in October 2013. The 2 separate functions of Information Assurance and Information Management will be discussed by the Cambs Information Assurance Senior Information Risk Owner (SIRO), Alec Wood, with the respective Information Management SIROs, John Fletcher and Andy Adams for Bedfordshire and Hertfordshire respectively, to determine the best way forward in terms of a shared approach to meeting the necessary business needs across all 3 forces. | Medium | Amber |

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| | | | | Update Nov 13 – This remains in progress. | | |
| Collaboration – PSD (16.12/13) | | | | | | |
| 4 | To determine the required means of communication for each of the new Policies once formal approval is deemed to have been provided and follow through to completion. | Supt PSD | 1/9/13 | <p>The Integrity and Standards Committee of the 19th June 2013 evidences full compliance with this recommendation and the Terms of Reference confirm compliance for all future communication of policies and procedures relevant to this committee. In order to achieve appropriate exposure of procedures, some procedures are awaiting formal communication to officers and staff across the 3 forces.</p> <p>Update Nov 13 – This remains part of business as usual with further policies agreed and publicised.</p> | Medium | Green |
| 6 | Undertake a review of the SLA for the Security Vetting procedure prior to gaining formal approval of the policy/procedure to ensure that the requirements are synchronised within each document. | Collaboration Officer | 1/10/13 | <p>The review is in progress and the Vetting procedure will be presented to the next Integrity and Standards Committee in October 2013.</p> <p>Update Nov 13 – This was presented in October and the decision taken by the DCC to pend action as the College of Policing are imminently going to publish a new Code of Practice for Vetting which will necessitate a review and refresh of current procedures.</p> | Medium | Amber |

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| 8 | Schedule in the review of the PSD Policy and complete the review process in a timely manner. | Anti-Corruption DCI | 1/10/13 | <p>The review is in progress and the overarching PSD Policy will be presented to the next Integrity and Standards Committee in October 2013.</p> <p>Update Nov 13 – This was not presented at the October meeting but is now scheduled for the following meeting.</p> | Medium | Amber |
| 9 | There is a need to determine where responsibility sits for the Whistleblowing (Public Interest disclosure) Policy and depending on the outcome a decision made whether this should be a central PSD or HR responsibility. | Collaboration Officer | 1/10/13 | Update Nov 13 – This was not presented at the October meeting but is now scheduled for the following meeting. | Medium | Amber |