

**Outstanding Actions Due by December 2024**

<b>Audit Review Title: Information Governance</b> Issued Date: Sept 2020			
<p><b>Finding:</b> The audit found that the data retention policy is lacking a sufficient level of detail to make it a practical basis for determining document retention for the many different categories of records across the organisation.</p> <p><b>Implication:</b> Failure to comply with legislative requirements could lead to reputational damage and sanctions/fines from the Information Commissioners Office.</p>			
Priority	Agreed Action	Progress Against Action	Officer Responsible and Timescale
Medium	<b>Develop an updated Data Retention policy.</b>	The first review of the Retention Policy is drafted and currently under review. This is part of Phase 2 of Information Governance Action Plan and is linked to the wider review of associated data asset registers and records management.  A working group will be established in Q4 to review and further develop the retention policy.  In line with Phase 2 of the action plan, the target implementation date will be extended to 31 March 2025.	Head of Governance & Corporate Services  <b>Revised Target Date from 31 December 2024 to 31 March 2025</b>
<p><b>Finding:</b> The audit found that the records management procedures are lacking a sufficient level of detail for the many different categories of records across the organisation.</p> <p><b>Implication:</b> Failure to comply with legislative requirements could lead to reputational damage and sanctions/fines from the Information Commissioners Office.</p>			
Medium	<b>Ensure data records management procedures are in place.</b>	This will be actioned in line with the above update as part of Phase 2 of the Information Governance action plan, commencing in Q4.  The target implementation date will therefore be extended to 31 March 2025.	Head of Governance & Corporate Services  <b>Revised Target Date from 31 December 2024 to 31 March 2025</b>

Progress Update on Agreed Management Actions  
Appendix A

<b>Audit Review Title: Pensions Administration System – Access Controls</b> Issued Date: October 2024			
<b>Finding:</b> The audit found a lack of clarity regarding the roles and responsibilities for undertaking a review of individual user access permissions.			
<b>Implication:</b> This may result in inappropriate and unauthorised access to systems, where access is not aligned to individual roles and responsibilities.			
<b>Priority</b>	<b>Agreed Action</b>	<b>Progress Against Action</b>	<b>Officer Responsible and Timescale</b>
Medium	A full review of UPM access permissions will be completed by 31st October 2024 with 6 monthly reviews scheduled thereafter.	The ICT Helpdesk Manager has instigated a review of UPM access permissions. SYPA Service Managers have been asked to verify that each team member has the appropriate permissions (profile). This will be completed by 31 December 2024.	Service Manager - Pensions Systems  <b>Revised Target Date from 31 October 2024 to 31 December 2024</b>

**Actions Fully Completed Since Last Report**

None to report