

**Outstanding Actions Due by March 2025**

None

**Actions Fully Completed Since Last Report**

<b>Audit Review Title: Pensions Administration System – Access Controls</b> Issued Date: October 2024			
<p><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.</p>			
Priority	Agreed Action	Progress Against Action	Officer Responsible and Timescale
Medium	<b>Full review of UPM access permissions with 6 monthly reviews scheduled thereafter.</b>	A review of all the user access permissions has taken place and is now complete with reviews scheduled in.  <b>AMA Completed</b>	Service Manager - Pensions Systems  <b>Completed December 2024</b>

<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.  <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

Progress Update on Agreed Management Actions  
Appendix A

Medium	<b>Develop an updated Data Retention policy.</b>	Agreed jointly with the Corporate Assurance Team that due to the rigorous structure in place to monitor and progress these two actions should be closed. Phase 2 of the Information Governance Action Plan clearly sets out the stages of the review and how the policies will be amended within this. Progress and completion will still be monitored regularly in monthly liaison meetings with the Corporate Assurance Team.	Head of Governance & Corporate Services  <b>Action Closed December 2024</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>	Agreed jointly with the Corporate Assurance Team that due to the rigorous structure in place to monitor and progress these two actions should be closed. Phase 2 of the Information Governance Action Plan clearly sets out the stages of the review and how the policies will be amended within this. Progress and completion will still be monitored regularly in monthly liaison meetings with the Corporate Assurance Team.	Head of Governance & Corporate Services  <b>Action Closed December 2024</b>

**Summary of Agreed Actions Not Yet Due**

	<b>Audit Title</b>	<b>Summary of Agreed Action</b>	<b>Owner and Target Timescale</b>
1	Budget Management and Monitoring	Ensure proactive ownership and involvement of budget holders in setting and monitoring budgets	Head of Finance & Performance 31 December 2025