Page no.	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Agreed	Comments	Date
5	R1 Ensure that Change Control procedures are documented, understood and used.	3	Help Desk Manager	Yes	New Help Desk system - Footprints - supports this action and new Change Control procedure are in place.	July 07
5	R2 Develop a programme to ensure all users understand how to deal with viruses.	2	Transformation Manager	Yes	Via First brief item and update of information on ICS section of intranet. In conjunction with Communications Team	Sept 07
5	R3 Ensure that systems which are most at risk from fraud are identified and protected accordingly.	2	Internal Audit Manager	Yes	Fraud issues will form part of our assessment when configuring the new Authority Financials.	Dec 07
5	R4 Improve awareness of staff of the Council's counter-fraud arrangements (including "whistleblowing" under the Public Interest Disclosure Act).	2	Internal Audit Manager	Yes	Via First brief item and update of information on appropriate section of intranet. In conjunction with Communications Team	Sept 07
5	R5 Take steps to prevent users from copying and installing software on their PCs.	1	N/A	Yes	We use automatic tools to audit what is installed on each PC. If we find software which we believe to be unauthorised we contact the users for an explanation - referring to Internal Audit if necessary.	N/A

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5	R6 Raise awareness of the identity of the Data Protection Officer and the responsibilities of individuals under the Act.	2	Transformation Manager	Yes	Via First brief item and update of information on ICS section of intranet. In conjunction with Communications Team	Sept 07
5	R7 Ensure that all PCs are set to time out after a period of inactivity.	1	Help Desk Manager	Yes	All PCs on the network will be set to need a password inputting after 15 mins inactivity. This is currently being trialled in Information and Customer Services	July 07
5	R8 Increase IT legislation awareness through improved induction and ongoing training programmes	2	Transformation Manager	Yes	Via First brief item and update of information on ICS section of intranet. In conjunction with Communications Team and HR	Sept 07
5	R9 Educate all staff, regarding the existence of the IT Security policy. Ensure users are aware of the mechanism for reporting a security incident.	2	Transformation Manager	Yes	Via First brief item and update of information on ICS section of intranet. In conjunction with Communications Team	Sept 07