

Area	Agreed Action	Officer	Target Date	Status	Comments for Late Actions	High / Medium / Low / Opportunity
Port Facility Security Plan	A port facility security officer and deputy are appointed and attend the necessary 4 days PFSO course	Harbour Master	Nov-21	Late	Attendance at the course has been booked for March 2022; in the meantime the harbour master at Illfracombe is covering the PFSO function	High
Multi Factor Authentication	Enable MFA on Outlook Web Access	James Jewell	Dec-21	Late	50% complete, delayed by working from home directive	High
Backup arrangements of Cemetery Pro	This is an unacceptable risk and warrants further investigation to remedy as a priority.	Tom Phillips	Oct-21	Late	This cloud based system is still not backed up on our systems. However, all records entered in to Cemetery Pro remain recorded by our normal processes including hard copies stored in locked and fire proof safe, and scanned copies saved on our systems. Therefore Cemetery Pro does not contain any information that is not stored in another format (and therefore backed up elsewhere). Cemetery Pro have been contacted to establish whether the data can be exported from the system – if Torridge IT systems cannot backup Cemetery Pro directly then once we are in a position for this to be our principal database we will have a system of periodic (eg once a week) download of data files to be saved on to our systems and therefore backed up.	Medium
IT Asset Register	Investigate the export issue identified to ensure that there are no wider implications. Check the asset register to confirm all fields are complete.	James Jewell	Sep-21	Late	New central asset register currently being populated. Recent work from home directive has delayed this somewhat	Medium
Annual Reporting Requirement for E&D	Annual review will be carried out and a report will be published to meet statutory requirements for 2020/21 and thereafter	Staci Dorey	Dec-21	Late	This has been delayed by lack of resources	Medium
E&D Training	Face to face training on Equality & Diversity will be implemented once lockdown restrictions are lifted.	Sarah Ayres	Oct-21	Late	Restrictions have not been lifted, but on line training has been undertaken for all staff	Medium
Independent member of A&G	We will continue in our independent efforts to recruit a suitable candidate. We are also working on this with DAP who are intending to identify a suitable pool of candidates for deployment within the region.	David Heyes	Sep-21	Late	DAP are still trying to recruit a suitably qualified individual	Medium
HMO's on IDOX	Additional team capacity has been put in place, with further capacity being considered. This increased level of staff resources should help to address the issues raised.	Janet Williams	Oct-21	Late	Recently recruited apprentices will undertake this task in the new year	Medium
3DS2 Security Compliance	Capita will be updating the infrastructure, with input from TDC IT.	Steve Burgess	Jun-21	Late	The Council is in the process of bringing in 3DS2 security as part of an upgrade. The Council is waiting on Capita to resolve the latest API so that it can swap the Granicus Forms system over to the new system. The actual BACS deadline has been moved back into 2022. Further movement on this action is dependant upon third parties namely Capita and Central Government	Medium
Debtors Invoices	Debtor invoices to be fully detailed, considering the issues raised. Reminder to be circulated via the staff newsletter, regarding the need for fully detailed VAT invoices.	Karina Baird	Aug-21	Late	The Debtors Manager has returned to work after an extended period of sickness and an article will be included in the next staff newsletter	low
Recovery process	We will ensure that case notes are updated from time to time as evidence that they are being actively monitored and pursued	Karina Baird	Aug-21	Late	As part of the new debtors clerks induction this task will be undertaken	low
Manual burial registers	Prior to migration to Cemetery Pro, a scanned copy of the new pages in the manual entry would provide some additional cover.	Caddsdwn Reception	Sep-21	Late	Scanning of the paperwork is ongoing, gradually working our way through the old burials, all new burials are scanned in and entered on Cemetery Pro as they occur. Caddsdwn estimate 30% progress on the historic records migration.	Opportunity