

## Slough Borough Council

Information needed	Details
<b>Report To:</b>	Audit & Governance Committee
<b>Date:</b>	10 September 2025
<b>Subject:</b>	Update on Digital, Data and Technology Internal Audit Actions
<b>Chief Officer:</b>	Will Tuckley, MD/Commissioner
<b>Contact Officer:</b>	Martin Chalmers, Director of Digital, Data and Technology (DDaT)
<b>Ward(s):</b>	All
<b>Exempt:</b>	Main report: NO Appendix A: NO Appendix B: YES, Paragraph 3, Schedule 12A Local Government Act 1972 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)
<b>Appendices:</b>	Appendix A – Status of DDaT Internal Audit Actions Appendix B – Progress update on implementation of ICT Disaster Recovery Policy (Exempt)

### 1. Summary and Recommendations

- 1.1 Following previous reports on this matter, this report confirms that all outstanding Internal Audit actions on DDaT have been closed. It also, at Appendix B, sets out progress on implementation of the ICT Disaster Recovery Policy whose creation was the highest risk of the hitherto overdue actions.

#### Recommendation:

- 1.2 Committee is recommended to note the closure of the outstanding actions and the work in progress on policy implementation.

#### Commissioner Review

This report is outside the scope for pre-publication commissioner review; please check the [Commissioners' instruction 5 to CLT to sign off papers](#) for further details.

### 2. Report

#### Status of Internal Audit Actions

- 2.1 The last update to the Committee on this matter was in April 2025. At that point, the status of actions was as follows:

<b>Audit</b>	<b>Number of open actions</b>	<b>Of which this number overdue</b>
Cyber Essentials (2021/22)	1	1
Follow-up IT Business Continuity and Disaster Recovery (2022/23)	5	2

- 2.2 Since then, a further Internal Audit – on IT Application Change Management – has been completed. This made 4 recommendations.
- 2.3 The open actions on all three of these audits have now been completed; a breakdown of the actions is given at Appendix A.

### **Progress of implementation of ICT Disaster Recovery Policy**

- 2.4 Of the hitherto outstanding audit actions, one was deemed high risk: the documenting of an ICT Disaster Recovery Policy. Appendix B sets out, for the Committee’s information, the progress made in implementing the provisions of that policy.
- 2.5 This includes the award of the contract for cloud-based backup and disaster recovery services and strong progress on the implementation of that service, with its first phase live.

### **3. Implications of the Recommendation**

#### **3.1 *Financial implications***

- 3.1.1 . Whilst there are no financial implications arising from the recommendation, it is recognised delivery of the improvement actions required to mitigate the risks identified will require some investment. However, it should be noted that there are no requirements for additional funding during this financial year as other resources have been reprioritised to fund this project. The costs for 2026/27 will be subject to a growth bid as part of the 2026/27 budget process and priorities as part of the overall council budget process

#### **3.2 *Legal implications***

- 3.2.1 The measures already taken to respond to audit actions and those in progress described at Appendix B secure compliance with the UK GDPR and the Data Protection Act 2018, which place a statutory obligation on the council to keep data securely by means of appropriate technical and organisational measures. The measures must ensure the confidentiality, integrity and availability of the council's systems and services and the personal data processed within them. The measures must also enable the council to restore access and availability to personal data in a timely manner in the event of a physical or technical incident and must ensure that the council has appropriate processes in place to test the effectiveness of the measures, and undertake any required improvements.

### 3.3 *Risk management implications*

3.3.1 The actions that are the subject of this report are prevention and mitigation measures against Strategic Risk CR08 - *ICT incident resulting in significant data and/or service loss*.

### 3.4 *Environmental implications*

There are no direct environmental implications from this report.

### 3.5 *Equality implications*

There are no direct equality implications arising from this report.

## 4. **Background Papers**

None

## Appendix A – Digital, Data and Technology Internal Audit Recommendations

The table below summarises the recommendations that were reported as outstanding to the April 2025 Audit and Governance Committee, together with those identified in the audit published since, and confirms their closure dates.

Audit / Area	Recommendation	Risk	Target Date	Date of Internal Audit Confirmation of Closure
Cyber Essentials 2021/22	The Council will retain a central register of all shared accounts in use, with the justification for this recorded. This will then be subject to periodic review with a view to remove shared accounts where possible	Medium	28/02/25	10/06/25
Follow Up IT Business Continuity and Disaster Recovery 2022/23	DR Policy The Council will document a Disaster Recovery Policy, independent of the Disaster Recovery Plan.	High	27/01/25	28/04/25
Follow Up IT Business Continuity and Disaster Recovery 2022/23	IT Business Continuity Plan	Medium	30/05/25	03/07/25
Follow Up IT Business Continuity and Disaster Recovery 2022/23	Roles and Responsibilities / Training The Council will outline the key responsibilities of each area of The Incident Hub as part of the IT Business Continuity Plan.	Medium	31/05/25	03/07/25
Follow Up IT Business Continuity and Disaster Recovery 2022/23	IT DR & BCP Testing approach and schedule	Medium	30/09/25	21/07/25

<b>Audit / Area</b>	<b>Recommendation</b>	<b>Risk</b>	<b>Target Date</b>	<b>Date of Internal Audit Confirmation of Closure</b>
Follow Up IT Business Continuity and Disaster Recovery 2022/23	Business Impact Analysis (BIA) template	Medium	31/05/25	03/07/25
IT Application Change Management 2025/26	Formal IT Application Change Management Policy	High	30/6/25	04/07/25
IT Application Change Management 2025/26	Application Change Approval Process and Record	High	30/09/25	10/07/25
IT Application Change Management 2025/26	Formal Testing Documentation for Application Changes	High	30/06/25	04/07/25
IT Application Change Management 2025/26	Logging of Application Change Information in Astro	Medium	30/06/25	04/07/25