

Report of Mike Thompson – Head of ICT – Resources

IT Site Security – Internal Audit Review

At the last Audit committee on 28 September 2006 we presented an update report on the actions being taken in response to the IT Site security – Internal Audit Review.

The audit report highlighted a number of areas of concern around the locations and associated environmental and access controls where critical IT equipment is housed in Council buildings.

Recommendation 1 required us to carry out a risk assessment for the sites where critical IT equipment is housed and to come up with recommendations for future environmental and access controls, remedial actions and guidance on future governance requirements

Recommendations 2, 3 and 4 related to identifying the appropriate access and environmental controls required for each critical site, implementing these controls and allocating an on-site officer to enforce and maintain the controls

Progress so far

The initial actions:

- identifying all local IT sites
- carrying out an inventory of the critical equipment
- identifying existing controls, both environmental and access
- carrying out an initial assessment of the critical nature of the location and the equipment housed within the site

have been completed by DCC staff.

Nine critical sites were identified and these were put forward to Capita's IT security team to carry out a full risk assessment and analysis of environmental and access controls.

Capita's security team have now completed their initial phase of work and have produced a report with their recommendations. I detail below our planned short, medium and longer actions to address the recommendations:

Summary of actions

Short term

- Agree with departments a designated officer(s) to be responsible for each of the hosting locations
- Install door signs and health and safety notices
- Install smoke alarms/fire detectors where required

- Tidy up the rooms
- Change the room access keypad combination codes
- Confirm existing arrangements for emergency back up air conditioning units
- Set up a room entry log
- Initiate a fire extinguisher survey/audit and make sure the correct amount and type of extinguishers are in place
- Develop guidelines for local designated officers covering room access control/logs, daily checks, contractor management, room maintenance etc

Medium Term

- Carry out a UPS review
- Initiate a survey of all air conditioning and air conditioning requirements and identify remedial actions required
- Install new locks where existing distribution of keys are unknown
- Arrange for all air conditioning units to be placed under a maintenance agreement and where appropriate serviced

Long Term

- Investigate options for remote monitoring of environmental conditions
- Install temperature and humidity sensors
- As appropriate, implement remedial actions on air conditioning requirements
- Review suitability of local IT equipment locations

A full summary of recommended remedial actions and investigations is given in Appendix A.

Timescales – outline action plan

Capita IT security team

Review information and agree approach	Complete
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Site visit/risk assessment of all critical local IT sites	Complete
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Report back on the following recommendations:	Complete
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Recommendations on local IT sites

Recommendations on environmental controls/measures

Recommendations on access controls, security measures and associated procedures

Recommendations on future governance requirements

Recommendations on remedial actions and initiatives

DCC

Initial assessment of all local IT sites	Complete
Complete short term actions	March 2007
Complete medium actions	June 2007
Complete long term actions	September 2007

Further considerations

The main proviso to completing the above actions is the availability of funds. This will be reviewed once costs have been assessed in each of the action areas.

Remedial work to bring our sites up to the required standards will definitely have some financial implications. We may also need to re-assess where we house some critical local IT equipment along with the associated management and governance requirements.

Appendix A

Figure of Remedial Actions

	Council House		Middleton House		Norman House	Roman House		Celtic House	St Peters House
	Frame Room	Room 161	Basement Server Room	S17	2nd Floor Comms	Room 121	Room 122	C342 UTC	Server Room
Door Signs	✓	✓	✓	✓	✓	✓	✓	✓	✓
Door Closing equipment altered so door closes							✓		
Lock Change		✓		✓	✓				
Keypad Combination Change						✓	✓	✓	
Keys located in key cupboard	✓	✓	✓	✓	✓				
Keys signed out	✓	✓	✓	✓	✓				
Temperature and Humidity Sensor fitted to room	✓	✓	✓	✓	✓	✓	✓	✓	✓
Air Conditioning Survey	✓	✓	✓		✓		✓	✓	✓
Air Conditioning unit to be serviced and placed on maintenance program					✓			✓	
Air Con controller repair or replace					✓		✓		
Ventilation Audit						✓			
Fire Extinguisher Audit	✓	✓	✓	✓	✓	✓	✓	✓	✓
Door and Wall Fire protection Audit	✓	✓	✓	✓	✓	✓	✓	✓	✓
Window Bars to be fitted to public facing windows	✓								
Window Locks to be fitted to public facing windows						✓			
Visit Log	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room Tidy			✓	✓		✓	✓		✓

	Council House		Middleton House		Norman House	Roman House		Celtic House	St Peters House
	Frame Room	Room 161	Basement Server Room	S17	2nd Floor Comms	Room 121	Room 122	C342 UTC	Server Room
Cable Tidy		✓	✓					✓	
Floor mounted servers to be placed in rack or shelving		✓ ±	✓ ±				✓	✓ ±*	✓ ±
Off-Site Tape storage relocated			✓						
Smoke Detectors fitted				✓	✓				✓
Re-locate Street Works FTP Server						✓			
Redundant kit Disposed				✓		✓	✓		✓
3rd Party Contractors monitored						✓	✓		
LES 10 circuit move							✓		
Paperwork to be placed in filing cabinets								✓	
Swipe Card lock to be repaired and Access granted to authorised personnel									✓
Alternate storage for literature									✓
Rack Doors and Sides to be fitted			✓						
Room Partition Investigation									✓

Derby City Council Server Room Security Audit DC2751v4.doc

± Shelving may need to be purchased

* Away from Staff