

AUDIT AND ACCOUNTS COMMITTEE

19 February 2007

Report of the Director of Resources and Housing

IT Site Security – Internal Audit Review

At the last Audit committee on 07 December 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.

At the last meeting we identified a number of short term, medium term and longer term actions required to address the concerns of the audit.

Appendix A summarises the progress made since the last meeting of the Audit and Accounts Committee

Summary of Progress

Timescale	Total number of actions	Complete	Part Complete	Outstanding
Short Term (February 07)	9	7	2	0
Medium Term (April 07)	5	2	3	0
Longer Term No specific date	4	1	0	3

Key points

The short term and medium term actions have now been completed or partially completed.

For the short term items, the partially completed actions are either for buildings where we are not the owners (Norman House and St Peters House) and we are waiting for responses from the agents, or where we are awaiting the result of a survey.

For the medium term items, the partially completed items are waiting for the results of surveys or cost estimates.

There are some funding issues to be addressed, mainly for the medium/longer term items

APPENDIX A

Progress since last meeting

Summary of actions

Action required Short term items	Progress to date	Outstanding issues/actions	Completion activities
Agree with departments a designated officer(s) to be responsible for each of the hosting locations	All rooms have a designated officer allocated		Complete
Install door signs and health and safety notices	All signs purchased and issued to departments		Complete
Install smoke alarms/fire detectors where required	Missing detectors ordered for DCC buildings	Awaiting quotes from agents for non DCC owned offices	Only Norman House and St Peter's House outstanding
Tidy up the rooms	Being actioned by room custodians		Complete
Change the room access keypad combination codes	Key pad numbers have been changed		Complete

Confirm existing arrangements for emergency back up air conditioning units	Current arrangements exist with Andrews Heat Hire.		Complete
Set up a room entry log	Set up as part of guidelines issued to room custodians. Log issued		Complete
Initiate a fire extinguisher survey/audit and make sure the correct amount and type of extinguishers are in place	Survey has been initiated, and completed.	Awaiting the outcome of the survey.	Action any deficiencies in current arrangements
Develop guidelines for local designated officers covering room access control/logs, daily checks, contractor management, room maintenance etc	Complete and issued to room custodians		Complete
Medium term items	Progress to date	Outstanding issues/actions	Completion activities
Carry out a UPS review	Project raised with Capita to investigate Investigations complete	Need to await results of review	Replace any defective units
Install new locks where existing distribution of keys are unknown	No rooms identified where locks need to be changed. However combination locks are being installed in a couple of sites as an extra precaution		Complete

Initiate a survey of all air conditioning and air conditioning requirements and identify remedial actions required	Quote received from external consultant to carry out the survey. Cost £12,250. More expensive than expected. Funding will need to be found for this activity.	Second quote being obtained	Awaiting second quote. Identify and allocate funding
Arrange for all air conditioning units to be placed under a maintenance agreement and where appropriate serviced	Survey complete and current air conditioning units not under a maintenance agreement have been identified and put onto maintenance		Complete
Investigate options for back up air conditioning units		Investigation work to be carried out to look at options around commissioning standby equipment either on DCC site or at supplier	Investigation to be completed
Longer Term items	Progress to date	Outstanding issues	Completion activities
Investigate options for remote monitoring of environmental conditions	Outline quotations received for remote monitoring into Building Management Systems where they exist	Agree funding if decide to go ahead	Complete
Install temperature and humidity sensors	As above	As above	Funding to be identified
Review suitability of local IT equipment locations		Will review as part of IT contract re-tendering	
St Peters House issues	Air conditioning units only used periodically and not owned by DCC	Needs further review of current room usage, and associated environmental controls required	