

### **Information Technology Sub-Committee – Public Outstanding Actions**

<b>Item</b>	<b>Meeting Date</b>	<b>Action and target for completion</b>	<b>Officer responsible</b>	<b>To be completed/ Next stage</b>	<b>Progress update</b>
2	26 March 2018	<u>Data Protection Policy</u> The Chairman commented that the policy should be reviewed at Member level in order to ensure openness and transparency and a Member commented that the reviews should be Phased by section to ensure that the policy is considered closely.	Michael Cogher	March 2019          November 18	This will be added to the Forward Plan for the IT Sub-Committee Completed on Forward Plan          Action Completed now on the Forward Plan.
3	31 May 2018	<u>CRM Update</u> A Member commented that the IT Director Summary should have provided Members with an update on the CRM Database in relation to the General Data Protection Regulation (GDPR) and it was agreed that this would be included in the Director Summary report at the next meeting.	Sean Green / IT Director	July 2018          November 18	This will be covered by an agenda item at the July meeting          Report provided to cover the GDPR questions raised

4	31 May 2018	<u>IT Division Risk Updates</u> Members agreed that they needed fuller detail in future reports, taking a wider view on reporting the IT Division's risks, rather than just reporting the top risks. The Chairman requested that future reports include a key, and that the visual aids, namely the arrows, were clear to understand, as different departments used arrows in different ways.	Sean Green	July 2018       November 2018	The recommendations are noted and will be included in the report provided at the July meeting       Report now covers the comments made by Members.
5	31 May 2018	<u>GDPR Mazars Audit</u> To be shared with the Sub-Committee once it has been drafted	Michael Cogher	July 2018       November 2018	On the agenda for the November meeting due to delays in receiving the draft report from Mazars       Written or Verbal Report to be provided as an Agenda item