

Ref: LC/DS

Date: 7 October 2022

I refer to the agenda for the meeting of the Audit Committee to be held on Tuesday 18 October 2022 at 3pm and now attach appendix 4 relative to Item 2 (Internal Audit Progress Report – 9 May to 23 September 2022).

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Agreed Action/Responsibility	Original Action Date	Status Update at 6 October 2022
<p>Inefficient Use of ICT Systems (Amber) Once the pilot has been completed, the corporate transition will be implemented for the remaining schools.</p> <p>In addition, staff will be given corporate e-mail address access and use of corporate printers.</p>	<p>14.08.2020</p>	<p>Education Services Microsoft 365 tenancy was implemented in June 2022 – this will allow teachers and administrators within the schools to have individual Microsoft Outlook 365 email accounts. Each School has been assigned unique email address range to differentiate from Glow based accounts (i.e. jane.smith@example.inverclyde.sch.uk).</p> <p>Options for secure online collaboration and information sharing is in place including cloud storage and collaborative tools.</p> <p>Once the Corporate Microsoft 365 deployment has been completed, ICT Services will create connectors to apply security to mail exchanges between the Corporate and Education sites. The connectors will enforce encryption via transport layer security (TLS) and will provide enhanced security for correspondence between the Corporate and Education estates.</p> <p>Education Services will identify administrators in the schools who will identify suitable staff to be granted access to Microsoft Outlook 365 emails. It is intended that the schools should be as autonomous as possible in managing access and permissions for their sites.</p>