



# Action Summary Report

Comhairle nan Eilean Siar

**Camms.**

Print Date: 03 Apr, 2025

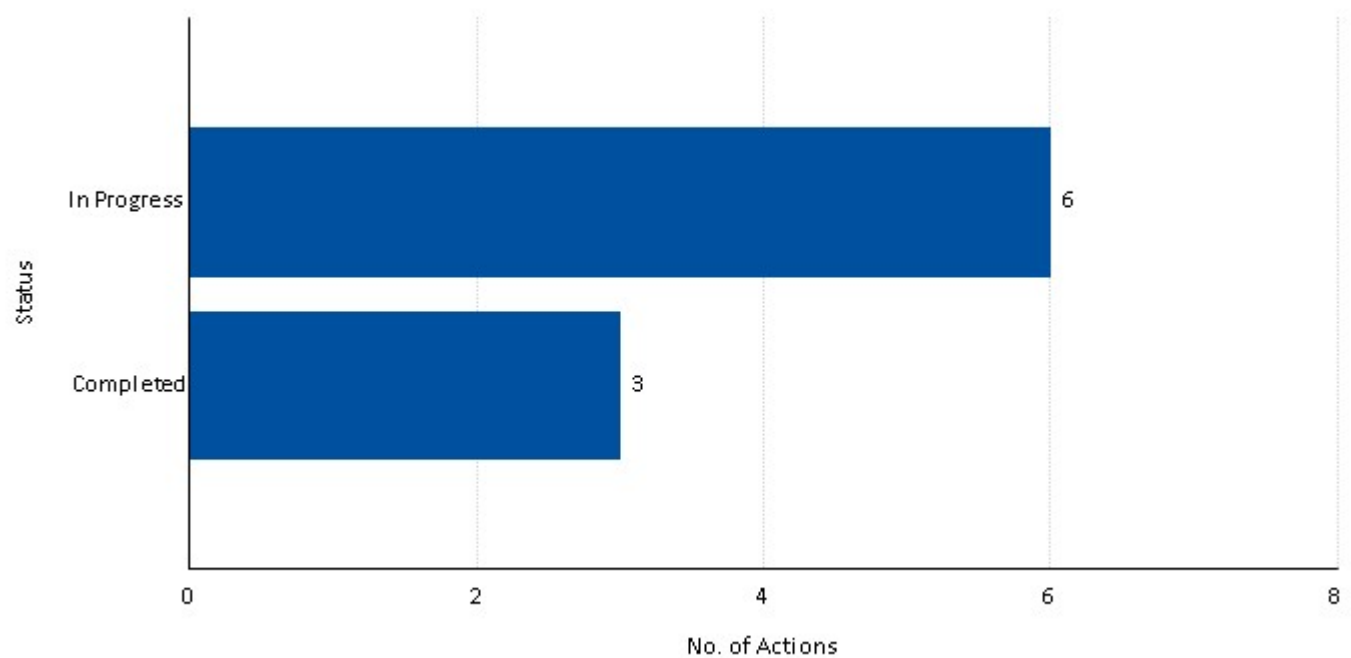
# Risk Action Details

By Schedule



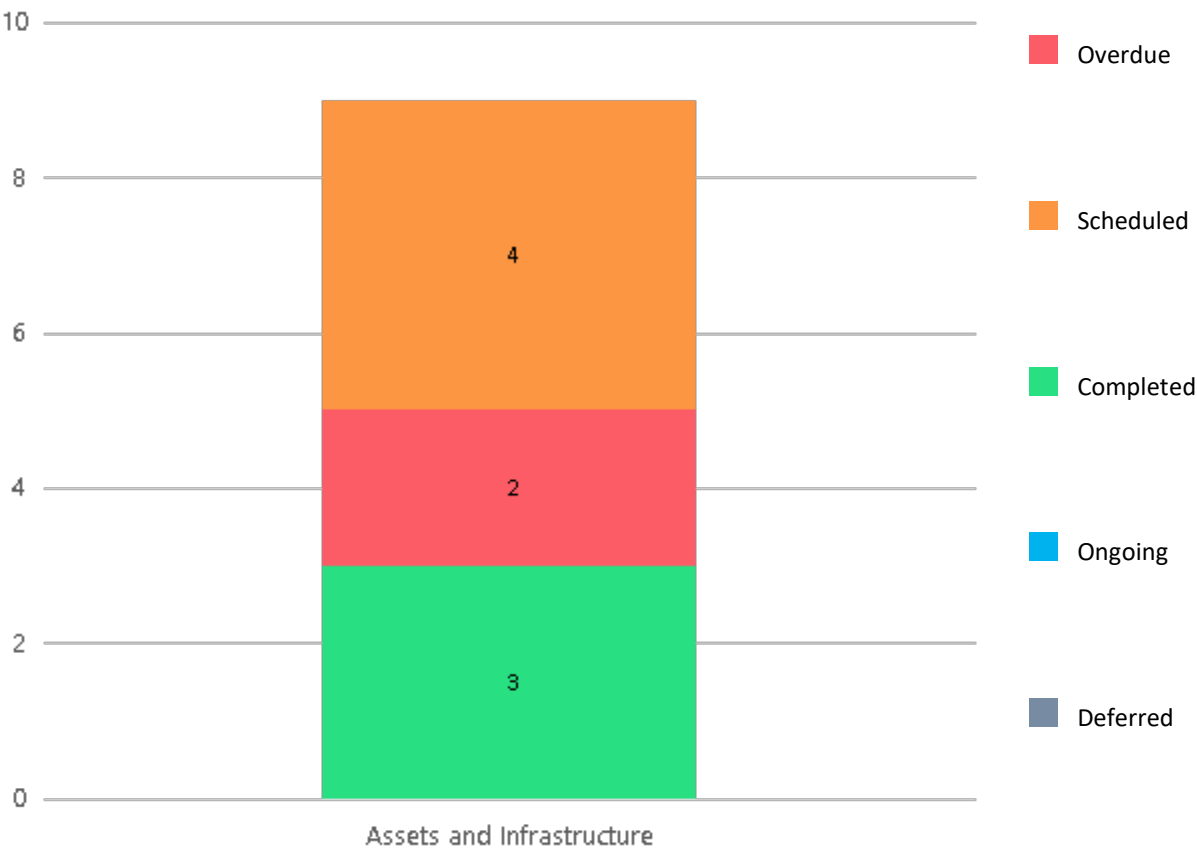
# Risk Action Details

By Status



# Action Summary by Directorate

CHIEF EXECUTIVE'S DEPARTMENT: Assets and Infrastructure



Action Summary

OVERDUE

Risk Action Title	Action Type	Responsible Officer	Timeframe	% Completed	Action Status	Days Overdue
BT have compiled list of sites and numbers. IT can then identify services associated with analogue numbers and discuss potential impact with services.Separate risk assessments may have to be undertaken at service level.	Operational Risk	Malcolm Nicol	Start: 01 Apr, 2024 End: 31 Mar, 2025	30%	In Progress	3
<b>Progress Comments:</b> 01/04/2025 - A little progress has been made, but is still proving challenging.						
23/01/2025 - This process is complex and challenging, information about lines and their usage is not forthcoming, IT may have to conduct a full audit of every site to get the information needed.						
Linked Risks						
Risk Event	Risk Type		Risk Owner	Revised Risk Rating		Next Review Date
AFRIT06 - Switch off of analogue by BT	Operational Risk Risk Action		Malcolm Nicol	High		-

Risk Action Title	Action Type	Responsible Officer	Timeframe	% Completed	Action Status	Days Overdue
Advance the Disaster Recovery Plan	Operational Risk	Malcolm Nicol	Start: 01 Apr, 2024 End: 31 Mar, 2025	60%	In Progress	3
<b>Progress Comments:</b> 23/01/2025 - Working with Cyber fraud centre on the cyber incident response plan, DR and BC plans being worked on internally						
Linked Risks						
Risk Event	Risk Type		Risk Owner	Revised Risk Rating		Next Review Date
AFRIT02 - Loss of access to computer systems due to a disaster situation.	Operational Risk Risk Action		Malcolm Nicol	Medium		-

Action Summary

SCHEDULED

Risk Action Title	Action Type	Responsible Officer	Timeframe	% Completed	Action Status	Days Until Due
Carry out a review of resources required across service areas and restructure as necessary	Operational Risk	Calum Mackenzie	Start: 01 Apr, 2024 End: 30 Jun, 2025	20%	In Progress	88
Linked Risks						
Risk Event	Risk Type		Risk Owner	Revised Risk Rating		Next Review Date
AFRPI09 - Inadequate operational resources	Operational Risk Risk Action		Calum Mackenzie	Medium	Medium	-

Risk Action Title	Action Type	Responsible Officer	Timeframe	% Completed	Action Status	Days Until Due
Secure haulage and disposal of 6000 tonnes of BMW to approved EfW plants.	Operational Risk	Colm Fraser	Start: 18 Feb, 2025 End: 31 Mar, 2026	30%	In Progress	362
<b>Progress Comments:</b> Scoping exercise indicates ferry capacity and EfW capacity in Scotland. Beginning work on tendering for haulage and disposal.						
Linked Risks						
Risk Event	Risk Type		Risk Owner	Revised Risk Rating		Next Review Date
MS008 - The ban on landfilling of Biodegradeable Municipal Waste (BMW) Disposal, post 1 January 2026	Operational Risk Risk Action		Colm Fraser	Medium	Medium	-

Risk Action Title	Action Type	Responsible Officer	Timeframe	% Completed	Action Status	Days Until Due
Look at options for supporting training for PCV drivers from other Services' staff.	Operational Risk	Colm Fraser	Start: 18 Mar, 2025 End: 31 Mar, 2026	10%	In Progress	362
<b>Progress Comments:</b> The service relies heavily on external relief staff when they are available and overtime from current staff with no option to permanently recruit due to long term sick staff in allocated post's and little interest in short-term contracts.						
<b>Linked Risks</b>						
Risk Event	Risk Type		Risk Owner	Revised Risk Rating		Next Review Date
MS009 - Shortage of Passenger Carrying Vehicles (PCV) drivers	Operational Risk Risk Action		Colm Fraser	Low	Low	-

Risk Action Title	Action Type	Responsible Officer	Timeframe	% Completed	Action Status	Days Until Due
Request for capital spend to purchase a third layer of data back-up.	Operational Risk	Malcolm Nicol	Start: 01 Apr, 2025 End: 31 Mar, 2026	10%	In Progress	362
<b>Progress Comments:</b> Bid for capital expenditure has been made						
<b>Linked Risks</b>						
Risk Event	Risk Type		Risk Owner	Revised Risk Rating		Next Review Date
AFRIT01 - Loss of Data	Operational Risk Risk Action		Malcolm Nicol	Low	Low	16 Mar, 2025

Action Summary

▶ COMPLETED

Risk Action Title	Action Type	Responsible Officer	Timeframe	Completion date	
Reduce access to network from personal devices	Operational Risk	Malcolm Nicol	Start: 01 Apr, 2024 End: 31 Mar, 2025	03 Apr, 2025	
<b>Progress Comments:</b> 23/01/2025 - There are under 20 user with the ability to access M365 from a personal device. There is a piece of work to further secure this access					
Linked Risks					
Risk Event	Risk Type		Risk Owner	Revised Risk Rating	Next Review Date
AFRIT01 - Loss of Data	Operational Risk Risk Action		Malcolm Nicol	Low	<div>Low</div> <b>16 Mar, 2025</b>

Risk Action Title	Action Type	Responsible Officer	Timeframe	Completion date	
Rollout annual security awareness training to staff	Operational Risk	Malcolm Nicol	Start: 01 Apr, 2024 End: 31 Mar, 2025	03 Apr, 2025	
<b>Progress Comments:</b> 23/01/2025 - Course currently being reviewed which will be completed soon, once complete course will be rolled out to all staff via learnpro					
Linked Risks					
Risk Event	Risk Type		Risk Owner	Revised Risk Rating	Next Review Date
AFRIT01 - Loss of Data	Operational Risk Risk Action		Malcolm Nicol	Low	<div>Low</div> <b>16 Mar, 2025</b>

Risk Action Title	Action Type	Responsible Officer	Timeframe	Completion date	
Look at options for supporting training for HGV drivers.	Operational Risk	Colm Fraser	Start: 01 Apr, 2024 End: 31 Mar, 2026	18 Mar, 2025	
<b>Progress Comments:</b> Bus drivers are more critical than HGV drivers. The backlog is reducing as local training has started up again post lockdown. We are re-engaging with Apprenticeship Training to develop a means to stimulate driver training opportunities.					
Linked Risks					
Risk Event		Risk Type	Risk Owner	Revised Risk Rating	Next Review Date
MS007 - Shortage of HGV drivers.		Operational Risk Risk Action	Colm Fraser	Low	<div>Low</div> -



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