Human Resources

No changes.

Quality Management System (QMS) review meetings and internal audits

QMS process updates

Information & Data security work across HPC – is ongoing
The Poynter Review on the HMRC data loss has been analysed
for lessons we may glean from the review process across
government departments. The content is being discussed
internally. Triangulation of responsibility for the various aspects
of information security are being discussed.

The March All Employee meeting included a presentation
"Response to the quality management system review 2008"

BSI Audit

The next "external" BSI audit is scheduled for 28th April 2009.
The October date is to be confirmed.

The Policy and Communications departments have been
internally audited. Entrance to the premises by Security Pass
usage was audited, with very high take up over a morning.

The following Internal audits are to be completed in the March
  * Information Technology

The ISO 9001 standard is being updated world wide and HPC
will evaluate our existing 9001:2000 systems to migrate to
9001:2008 over the next few months.

Business Continuity

The Disaster Recovery / Business Continuity plan contact details
are being updated on a monthly basis as usual.

A Registrations Department test occurred in late January with
access to systems successfully obtained. The Communications
Department are arranging a test. A Fitness to Practise
Department test will be attempted with a small number of users if
their work load allows. Details will be provided once testing has
been completed.

The March All Employee meeting included a presentation
"Disaster Recovery at HPC" updating the organisation on our
latest practices.

Information & Data Management

We are evaluating the level of detail that internal resources can
supply for statistical analysis of registrant data. External
resources may be applied to build our capability in this area.
Additional insurance cover for data protection at the paper
archive, is still being assessed.. This insurance also provides
additional protection for the traditional "IT" based information.

The archive stakeholder group have examined the responses as
part of the decision making process. One preferred supplier has
been located. Contract negotiation is ongoing.

A view will be taken of security and cost to determine the winner
of the tender process.

Risk Register

The ongoing maintenance of the HPC Risk Register has been transferred to the Operations Directorate.

The format of the register has been updated to increase the range of the scales for impact = significance and likelihood = probability. Impact x likelihood = Risk score

The Risk register will continue to be updated twice yearly by the Risk owners.