GLASGOW CITY COUNCIL INTERNAL AUDIT SECTION

COMMITTEE SUMMARY

Item 2(d)

28th September 2022

Title of the Audit: Chief Executive's Department – Vacation of City Park Site

1. Introduction

1.1 City Park is based just outside the City Centre and has been the Council's main IT premises for several years, spanning both CGI and ACCESS IT contracts. City Park housed the majority of the Council's corporate servers within its onsite data centre, as well as a number of Glasgow based CGI staff and records within its office spaces.

1.2 The lease at City Park came to an end in June 2022 and was not being renewed, therefore the premises had to be vacated by March 2022.

1.3 The purpose of the audit was to obtain assurance that the decantation of City Park had been completed effectively and that all equipment and records had been removed from the site.

1.4 The scope of the audit included onsite visits during the latter stages of the decantation process to verify that all documentation and data storage equipment, e.g. servers, devices etc. had been removed from the site.

2. Audit Opinion

2.1 Based on the audit work carried out, assurance can be taken that the control environment is satisfactory.

3. Main Findings

3.1 We are pleased to report that the decantation process for removing all IT equipment and paperwork from the City Park site has been completed effectively. We conducted two site visits during the latter stages of the project, firstly to obtain an overview of the areas that were being vacated and more recently, to visually inspect that no significant equipment or data had been left unattended.

3.2 On the first visit in May 2022, we visually inspected the three areas that had been in use to manage the Council's IT contract. The findings are noted below.

Office space:

- At the time of the visit we found the office space had been vacated and that staff and paperwork had been re-housed in another location. Office phones were still to be removed from the site.

Data centre:

- We found that 13 servers were still in operation and processing data.

Staging area:

- The network test bed was located here and used by engineers to log in remotely and to carry out testing. At the time of the visit the test bed was live, and we were advised that this would be will be disconnected as part of the move.

GLASGOW CITY COUNCIL INTERNAL AUDIT SECTION

COMMITTEE SUMMARY

Title of the Audit: Chief Executive's Department – Vacation of City Park Site

3.3 The site manager confirmed that entry to the data centre was controlled by key card and fob entry. CCTV cameras were in operation at every door and we were advised that each time staff enter the data centre, their access details, including date and time, were logged. The site manager also confirmed that no data leaves the site and all disks are shredded before being removed from the site.

3.4 The auditor re-visited the site to verify that any outstanding kit and data had been removed, following the completion of the decantation process on 1 June 2022. Again, we observed the three relevant areas as noted below.

Office space:

- We found that desk phones were still in place and had not yet been decanted, however the site manager confirmed that this was being managed by the council following the keys being handed over by CGI.

Data centre:

- All the servers previously observed had been removed from the site and the area was completely cleared.

Staging area:

- All equipment had been removed except for switches belonging to Vodafone. The site manager was working with Vodafone to have these removed from the site as soon as possible and confirmed that switches don't pose any information security risk.

3.5 This audit has been undertaken in accordance with the Public Sector Internal Audit Standards.

3.6 We would like to thank officers involved in this audit for their cooperation and assistance.