

7. AUDIT OF BUSINESS CONTINUITY PLANNING

In accordance with the 2008/09 Internal Audit Plan, an audit of business continuity planning had been conducted.

The Committee considered a report (copies of which had been circulated) by the Internal Audit Manager providing a copy of a report on the audit findings, together with an action plan agreed by management. The Internal Audit Manager reported that, since the internal audit report had been issued, progress had been made in two areas:-

- a draft council business continuity policy and strategy had been prepared which was with senior managers for consultation;
- priority had been given to finalising the high level business continuity plan for West Lothian House. A working group comprising senior officers of the council had been formed and was in the process of reviewing and updating the plan. A desk-top exercise to test the plan was scheduled for 27th March 2009 and the plan would be further updated to reflect any lessons arising from this.

The Internal Audit Manager concluded that overall, control over business continuity planning within the council was poor. The agreed management actions included in the action plan would be followed up during 2009/10 to determine whether they had been implemented.

In relation to the need for a Business Continuity Management (BCM) policy, the Committee noted that this was included in the action plan and was scheduled for approval by the CMT, P&RPDSP and Council Executive in March 2009. The Head of Finance reported that the March deadline would not be met, due in part to the absence of the responsible officer who was currently on sickness absence.

The Committee was invited to note the terms of the report.

Decision

1. To note the terms of the report.
2. To agree that a report be brought to the next meeting of the Audit Committee advising of progress on the development/approval of a BCM policy.