



AUDIT COMMITTEE

AUDIT OF BUSINESS CONTINUITY MANAGEMENT

REPORT BY DIRECTOR OF DEVELOPMENT AND ENVIRONMENTAL

A. PURPOSE OF REPORT

To update the Committee on progress in relation to business continuity management.

B. RECOMMENDATION

The Committee notes the terms of the report and the significant progress made to improve the council's business continuity management arrangements, which will be subject to scrutiny and approval by members through the Partnership and Resources Policy Development and Scrutiny Panel and the Council Executive in accordance with the Policy and Strategy approved by the Council Executive on 10 November 2009.

C. SUMMARY OF IMPLICATIONS

I Council Values	Being honest, open and accountable. Making the best use of our resources. Focussing on our customers needs Working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Civil contingencies Act 2004 Reduction in risk of failure to maintain services in the event of interruption.
III Resources - (Financial, Staffing and Property)	Within existing resources
IV Consultations	Glenn Abbott Ltd. Internal Audit, Senior Managers, members of the Tactical Business Continuity Team.

D. TERMS OF REPORT

Internal Audit carried out an audit of business continuity management in accordance with the 2008/9 Audit Plan and the audit findings were presented to management and to the Audit Committee of 17 March 2009. The audit concluded that overall, control over business continuity management within the council was poor. A progress report was presented to the Audit Committee of 22 September and the significant progress made to improve the council's business continuity management was noted. The September committee required that a report regarding the progress with the business continuity policy and strategy should be presented to the December Audit Committee.

Action has been taken by senior managers to address the audit findings and the requirement of the committee. The main areas of further progress since the last report are summarised below:-

- The business continuity policy and strategy have been presented to the Partnership and Resources Policy Development and Scrutiny Panel and approved by the Council Executive on 10 November 2009. The strategy includes an annual work plan as well as an annual report to the Council Executive.
- Critical services throughout the council have been identified and prioritised. The working group is reviewing the priorities and interdependencies to inform the council's strategic and tactical planning arrangements.
- A draft plan to cover the Civic Centre is under consideration by the working group. A test for the Civic Centre will be carried out as soon as practicable once the plan has been agreed with the council's partners.

A copy of the Business Continuity Policy and Strategy is enclosed at Appendix 1

E. CONCLUSION

Significant progress has been made to improve the council's business continuity management arrangements, which will be subject to scrutiny and approval by members through the Partnership and Resources Policy Development and Scrutiny Panel and the Council Executive .

F. BACKGROUND REFERENCES

Reports to the Audit Committee 17 March 2009, 22 September 2009.

Appendices/Attachments: Business Continuity Policy and Strategy

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Date: 9 December 2009