

2. AUDIT OF BUSINESS CONTINUITY PLANNING

The Audit Committee considered a report (copies of which had been circulated) by the Director of Development and Environmental Services updating the Committee on progress in relation to business continuity management.

The report explained that the report arose from a previous Internal Audit report and consideration by the Audit Committee of the council's business continuity management policy and procedure, and followed a report to the Committee in September 2009 outlining the significant progress which had been made.

The report went on to summarise the further areas of progress made since then, as follows:-

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

The Business Continuity Policy and Strategy was annexed to the report for the information of members of the Committee.

The Committee was invited to note the terms of the report, the recently approved policy and strategy and the progress, which had continued to be made.

In response to questions from elected members, the Director of Development and Environmental Services advised that his understanding was that other council services all had their own up-to-date plans in place but that he would check and confirm that position. The Chief Executive confirmed that the civic centre partner organisations all have their own strategies as well and that the partners are ensuring that their respective plans join up.

Decision

1. To note the terms of the report and the annexed policy and strategy approved at the Council Executive on 10 November 2009;
2. To note the significant progress made to improve the council's

business continuity planning arrangements; and

3. That the Director of Development and Environmental Services should check that all council service areas had their own up-to-date business continuity plans in place and advise the members of the Committee accordingly.