



FINAL

Internal Audit Report

Corporate Services

Review of Business Continuity

May 2008

4. SUMMARY OF MAIN FINDINGS

- 4.1 A firm of Consultants, Glen Abbot Ltd, contacted the chief Executive to offer their services to the Council to help produce a Business Continuity Plan (BCP).
- 4.2 Glen Abbot gave a presentation to the Risk Management Group on the consultancy service they offer to organisations for the preparation and implementation of Business Continuity Plans. The group agreed that it would be beneficial to the Council to take this forward.
- 4.3 Glen Abbot submitted a Project Initiation Document that included a timescale for completing the process. The process had 6 elements and was due to be completed by the end of May 2008. The timescale was reviewed and it was found that completion by the end of August 2008 was more appropriate.
- 4.4 It was arranged that Glen Abbot would undertake workshops on 4th and 5th December 2007 for Heads of Service. RMG members, Loss Control Group (LCG) members and others to introduce them to Business Continuity and the process the Council will have to go through to implement the full programme.
- 4.5 Further training was arranged on 20th and 21st February 2008 for 3rd tier managers, RMG members, LCG members and any other relevant representatives from each department.
- 4.6 From the training provided departments had to complete BCP Activity Identification Questionnaires. From these questionnaires Glen Abbot presented the Critical Activity list to the RMG.
- 4.7 Glen Abbot produced Business Impact Analysis Questionnaires to be completed by departments. The finalised questionnaires have been submitted to Glen Abbot in order that a decision can be taken to SMT on the Business Continuity Management options.
- 4.8 Regular updates have been submitted to SMT.
- 4.9 There are still 4 elements of the process to be completed by August 2008 with further training required. This training has been arranged for 28th and 29th May 2008.

APPENDIX 2

ACTION PLAN

ACTION PLAN NO	PARAGRAPH	GRADE	WEAKNESSES IDENTIFIED	AGREED ACTION	RESPONSIBLE OFFICER	DATE OF IMPLEMENTATION
1	4.3, 4.4 & 4.5	Material	There is a possibility that with the timescale of the process being extended to August 2008 and further training being required that the commitment by staff may be reduced.	Staff involvement must be maintained from all departments to ensure corporate approach	Governance and Risk Manager	Ongoing
2	4.6 & 4.7	Material	Changes in circumstances may mean that the BCM may have to be reviewed.	A continuous review of the BCM will have to be carried out and exercises carried out to ensure that it is still suitable.	Governance and Risk Manager	Ongoing