

APPENDIX 2

ACTION PLAN

ACTION PLAN NO	PARAGRAPH	GRADE	WEAKNESSES IDENTIFIED	AGREED ACTION	RESPONSIBLE OFFICER	DATE OF IMPLEMENTATION
1	Paragraph 4.1	High	The Council has not produced a Business Continuity Management Policy.	A Business Continuity Management Policy should be produced and submitted to SMT for approval.	Governance and Risk Manager	The Governance and Risk Manager is aware of the need to have a formal policy approved and expects to have this completed by March 2010
2	Paragraph 4.2	High	The draft Business Continuity Plan has still to be submitted to SMT.	The Business Continuity Plan should be reviewed and submitted to SMT.	Governance and Risk Manager	The Business Continuity Plan will be reviewed by the Risk Management group at its meeting in December. A report will then be submitted to SMT in January 2010
3	Paragraph 4.3	High	The report from Glen Abbot on the 'Ocean Drive' exercise highlighted areas that required to be	The issues raised in the report should be addressed and the action plan completed.	Governance and Risk Manager	Recommendations in the action plan will be met through an internal training

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			addressed.	SMT should receive updates on the progress made.		programme which will be developed by December 2009 and implemented by March 2010.
4	Paragraph 4.4	Medium	The fact that the Council has BCP plans is not widely known by employees.	The fact that the Council has BCP procedures in place should be communicated to all employees.	Governance and Risk Manager	The Governance and Risk Manager has reviewed the information contained within Public Folders and has replaced it with the most up to date information. He has also instructed a review of the Departmental Recovery Plans (DRP's) and has asked the Risk Management Group to take forward the process of arranging meetings with the staff who will be involved in the

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						<p>invocation of the DRP's to ensure that they are aware of their responsibilities in relation to that process. It is hoped that these meetings will be completed by March 2010.</p>
5	Paragraph 4.5	High	There does not appear to be a corporate budget for BCP.	A corporate budget for BCP should be agreed and it should come under the responsibility of the Head of Democratic Services & Governance.	Head of Democratic Services & Governance	Democratic Services and Governance recharge each department where necessary for the provision of the administration of the risk management and business continuity functions within the Council.