

**REVIEW OF BUSINESS CONTINUITY PLANNING: ACTION PLAN PROGRESS**

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**1. PURPOSE**

- 1.1 To provide a progress report on completing the Critical Activity Recovery Plans for the Council, with particular reference to Community Services. A verbal report detailing the updated position for Community Services recovery plans will be provided at the meeting on 21<sup>st</sup> September.
- 1.2 To present the final report of the project team, detailing the outcomes achieved in relation to the project plan for Business Continuity Planning.

**2. RECOMMENDATIONS**

- 2.1 That the Audit Committee notes the position in relation to progress in completing recovery plans for schools and other services within Community Services, as detailed in s3.4 and Annex 9 of the Project Report (Appendix 1) and requests a commitment to completing those plans within a timescale acceptable to the Audit Committee.
  - 2.2.1 The Executive Summary (Project Report, page 1)
  - 2.2.2 The results section (Project Report, page 6 and Annex 8)
  - 2.2.3 The recommendations for future actions (Project Report, page 9)
- 2.2 That the Audit Committee requests a further update report for its next meeting in December to confirm that arrangements for Community Services generally and schools are on schedule for completion of recovery plans.

**3. COMMUNITY SERVICES**

- 3.1 At its meeting on 29<sup>th</sup> June 2012 the Audit Committee requested an update report to provide information on the progress of Community Services in completing their recovery plans for critical activities.
- 3.2 The table at Annex 9 of the project report shows the current status across all Council Services, including Community Services, as at 4 September 2012. It is likely that most services will be able to complete the remaining 'open' actions before the 30<sup>th</sup> September. However the extent of the input required for Adult Care and Children and Families is

significant; 187 and 86 'open' actions respectively.

- 3.3** Although the recovery plans for schools have been populated with central (headquarters) information, local information relevant to individual schools has not yet been completed.

#### **4. PROJECT REPORT**

- 4.1** This project was undertaken to address a significant gaps identified in external and internal audits of the Council's Business Continuity Planning arrangements.
- 4.2** The project report indicates that all of the original objectives have been achieved, together with a range of enhancements to the current systems.
- 4.3** The report also recommends a range of actions which should be implemented to ensure that the Council delivers robust and sustainable practice in this area.

#### **5. CONCLUSIONS**

- 5.1** The project team will offer support to colleagues in Community Services to assist in completing the remaining recovery plans.
- 5.2** This project succeeded in delivering:-
- improved arrangements for Business Continuity Planning
  - resolution of all of the issues identified in the report by Internal Audit (December 2011)
  - new management and monitoring systems
  - proposals to add resilience to the process
- 5.3** Although the proposed actions were out-with the scope of the original project, implementation of those measures would help to ensure that the new systems are sustained.

#### **6. IMPLICATIONS**

**Policy:** the current policy and plan for Business Continuity Planning will be revised to reflect the changes resulting from the project review.

**Financial:** no significant financial implications.

**Legal:** the project has addressed the identified audit issues relating to compliance with the Civil Contingencies Act 2004.

**HR:** significant staff resources are required to ensure adequate monitoring, review and exercising of the recovery plans for critical activities.

**Equalities:** no significant equalities were identified however this will be addressed in the policy review and should be monitored on an on-going

basis as part of the community and stakeholder consultation introduced in the project.

**Risk:** the Strategic Risk Register includes the risk of failure to progress Business Continuity Planning. If the new arrangements and the proposed actions are fully implemented then this risk will be adequately addressed.

**Customer Service:** the four relevant customer service drivers have been addressed in the review process. More detailed information will be incorporated in the revised Business Continuity policy and plan.

## 7. APPENDICES

### 7.1 Business Continuity Planning – Final Report, Appendix 1

For further information contact:      Kate Connelly                      Tel:      01546 604116