

Regulatory and Audit Committee

Title:	Business Continuity Management Update
Date:	Thursday 28 July 2016
Author:	Andrew Fyfe
Contact officer:	Andrew Fyfe, 01296 382937
Local members affected:	All

For press enquiries concerning this report, please contact the media office on 01296 382444

Summary

Council Service compliance with the Business Continuity Management (BCM) policy is not consistent with the requirements. Several key Services / Teams cannot be assured of their ability to continue to deliver critical activities in the event of a disruption to service delivery. Assurance is currently assessed as limited.

Recommendation

To note the conclusion of this report and to require all Services and Business Units to comply with the BCM Policy and Financial Regulations to ensure that effective BCM arrangements are in place, that staff have been trained and Plans tested.

Supporting information:

The BCM Policy requires for all BCM documentation to be maintained on an annual basis with documents being reviewed, revised and completed, for Assurance and Financial Regulation purposes, on the 1st April.

The Assurance and Risk Strategy requires quarterly reports to be made to HQ Assurance by the corporate Professional Lead.

A BCM Internal Audit took place at the end of the 14/15 Financial Year. This described limited assurance in relation to BCM and the Regulatory and Audit Committee required action to be taken.



INVESTOR IN PEOPLE



BCM documentation has been requested to be submitted for assessment. The attached snapshot highlights the assessed status of BCM across the organisation as submitted as a RAG report.

Resource implications

In accordance with the BCM Policy, Financial Regulations and the Operating Framework, Services are required to have effective BCM arrangements in place. Assurance of these is required by the Assurance and Risk Strategy. Resources need to be allocated to deliver the requirements.

Legal implications

Legal implications are outlined in the BCM Policy (Version 5).

Other implications/issues

Not applicable

Feedback from consultation, Local Area Forums and Local Member views (if relevant)

Not applicable.

Background Papers

1. BCM Policy Version 5.
 2. Assurance and Risk Strategy.
 3. Update on the 14/15 Internal Audit report on BCM.
-