

Regulatory and Audit Committee

Title:	Business Continuity Management Update
Date:	Tuesday 24 th August 2017
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Local members affected:	All

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Summary

A report on Business Continuity Management (BCM) was considered by the Regulatory and Audit Committee on 28 July 16. The recommendation was for One Council Board (OCB) to consider action needed to ensure all Services and Business units comply with the BCM Policy and Financial Regulation. A report was taken to OCB on 16 November 16 and a further report was taken to the Corporate Management Team (CMT, formerly OCB) on 31 May 17. A third report will be taken to CMT on 26 August.

Recommendation

That the Regulatory and Audit Committee continue to MONITOR the implementation of Business Continuity Management (BCM) on an annual basis.

Supporting information:

This series of reports to the Committee was initiated following an internal audit report in 2015. Gaps were monitored by the Committee and further reports were requested, while noting that BCM is an iterative process and the BCM Policy and Programme require all BCM arrangements to be updated by the start of each Financial Year.

Assurance of the BCM process has been enhanced by the Assurance & Risk Strategy, which requires quarterly reporting to the Business Assurance Team by the Professional Lead, currently the Head of Community Safety and Resilience, part of the CHASC Business Unit.

A further formal audit of Business Continuity Management is planned for 2017-18.

A snapshot of the assessed level of BCM in the Council as at 28 July 17 is included in the background papers.

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). It is a statutory duty for the County Council to be able to continue to deliver critical activities in the event of a disruption, even if the Authority is responding to an emergency and even if the critical activity has been contracted out to a service provider.

Other implications/issues

Not applicable.

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

Not applicable.

Background Papers

1. Snapshot of BCM status as at 23 Aug 17
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