

Open Report on behalf of Pete Moore, Executive Director Resources and Community Safety

Report to:	Audit Committee
Date:	11 July 2011
Subject:	Internal Audit Report: Business Continuity Management

Summary:

This report informs the committee of the findings of the internal audit of the Council's systems and processes in place for Business Continuity Management.

Recommendation(s):

That the Committee considers the findings of the audit of Business Continuity Management and notes the Limited assurance opinion given.

Background

To assist the Committee in its role of overseeing the effectiveness of the Council's risk management arrangements an audit of the systems and processes in place for Business Continuity Management has been completed. Given that the Business Continuity Management function sits within the wider department of Corporate Audit, to ensure independence the audit was completed by an external consultant.

Management Summary

Assurance Opinion

Limited Assurance

Business Continuity Plans are held for service areas with critical functions.

Our review identified that improvements are needed in a number of key areas:

The Business Continuity Plans are not fully developed for all areas in Children's Services. There are concerns that officers are not fully aware of and committed to their roles and responsibilities for business continuity management, instead relying on a significant input from the Business Continuity Manager.

There may be key suppliers, service providers or partners who do not have adequate business continuity arrangements in place. In our view, their resilience has not been sufficiently assessed and evidenced.

A Copy of the full audit report is contained in Appendix A.

Conclusion

The committee will note that the audit report provides an opinion of Limited Assurance. The Management Response provided (see Appendix A – page 3) acknowledges this outcome and confirms that work has already commenced on the agreed actions and priorities.

Overall, the resilience of the Council's critical services continue to improve and the availability of Business Continuity Management toolkits, training and guidance will enable less critical services to improve their Business Continuity arrangements. It is recognised that within Children's Services work is required to fully develop Business Continuity plans for critical services and ensure they are fit for purpose through regular review and exercising.

Our plan to achieving this is as follows:

- Seeking engagement and commitment from Children's Services senior management in developing Business Continuity plans for their critical services (July 2011)
- Review the Business Continuity Management Strategy to ensure it is fit for the future (July 2011)
- Following workforce change, re-engage with the new Senior Management Structure to re-emphasise roles and responsibilities (April 2012).
- The resilience of key suppliers, service providers and partners for critical services will be assessed and evidenced (March 2012)
- Promote the availability of Business Continuity Management toolkits, training and guidance located on the George (July 2011 onwards).

We propose bringing back a follow-up to the Committee at their December 2011 meeting by way of giving an update on progress made in the above areas.

Consultation

a) Policy Proofing Actions Required

N/A

Appendices

These are listed below and attached at the back of the report	
Appendix A	Corporate Audit & Risk Management Internal audit report: Business Continuity Management

Background Papers

No background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

This report was written by Derek Mckim, who can be contacted on 01522 552249 or derek.mckim@lincolnshire.gov.uk.