

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

Report to:	<b>Audit Committee</b>
Date:	<b>19 December 2011</b>
Subject:	<b>Business Continuity Management Update</b>

**Summary:**

This report informs the committee of progress with the findings and recommendations from the internal audit of the Council's Business Continuity Management systems and processes.

**Recommendation(s):**

That the committee considers the progress with the recommendations of the audit of Business Continuity Management, particularly in relation to Children's Services.

**Background**

An audit of the Council's Business Continuity Management systems and processes was completed and a report submitted to the committee in June 2011. The committee will note that the audit report provided an opinion of Limited Assurance. A number of key areas were identified where improvements were required, these included some additional work with Children's Services to ensure their Business Continuity arrangements are fully developed for their critical services. Our plan to achieve this, with timescales in brackets, was 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).

## Conclusion

The committee will note that significant progress has been made in the areas above and that we are on target to achieve them. This progress can be summarised by:

- Children's Services DMT agreed a strategy for ensuring that robust and effective Business Continuity Arrangements were put in place for their critical services. With the assistance of Children's Services senior management a Business Continuity Plan was completed covering the critical services. This addresses the weaknesses identified by the audit. To ensure the Business Continuity Plan is fit for purpose, a 'Desktop' exercise will be done in February 2012.
- The Business Continuity Management Strategy was reviewed and updated taking into account the progress and developments made since its creation.
- A process of re-engagement with existing and new Senior Management is ongoing. This process has proved essential due to the restructuring of service areas and the managers responsible for these areas.
- Promotion of the need to ensure key suppliers, providers or partners have Business Continuity arrangements in place is ongoing within Directorates. The Business Continuity team is working directly with and supporting Commissioning teams to ensure the necessary assessment work is being undertaken.
- On a quarterly basis the existence of Business Continuity Management guidance and toolkits on George is promoted through internal communications. This is backed up with annual reviews of Business Continuity Plans with managers, team meetings and general communications.

## Consultation

### a) Policy Proofing Actions Required

N/A

## Background Papers

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

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