

Agreed Action	Person Responsible	Target Date	Outcome / Progress
Briefing papers occasionally for Programme Centre : <ul style="list-style-type: none"> Risk Management Key projects and support areas 	-	-	Keep on work plan as reminder
ICT Assurance and follow up	Judith Hetherington Smith	September 2013	
External & Internal Audit Protocol developed that clarifies expectations and makes the best use of the combined Audit resource	Lucy Pledge	September 2013	
Schools update	Julie Castledine	tbc	
Assurance Sutton Bridge continuity arrangements (Appendix C)	Derek McKim	September 2013	
Assurance Flooding responsibilities: <ul style="list-style-type: none"> Working with partner organisation Feedback from the Flooding 2012 investigations 	David Powell	tbc	

Completed Actions			
Additional data re ASC be brought to future meeting	Glen Garrod	July 2013	Completed
Fire & Rescue Fuel Audit	Dave Ramscar	July 2013	We confirm that recommended actions have been implemented <ul style="list-style-type: none"> Regular checks on fuel stocks against journey logs. Queries about the logs to go to LFR's Management Board. Standardised and improved record keeping. Regular reminders to staff to log journeys and produce receipts. Audits by Lincolnshire County Council's internal audit

		Training am Meeting pm	0930 Pre Meeting	0930 Pre Meeting
22 nd April 2013	24 th June 2013	22 nd July 2013	23 rd September 2013	11 th November 2013
1. Internal Audit Progress Report	1. Business Continuity Assurance Report	1. Internal Audit Progress Report	1. Progress of Counter Fraud Plan	1. Internal Audit Progress Report
2. External Audit Progress Report	2. Schools Financial Control Environment	2. External Audit Progress Report	2. Whistleblowing Annual Report	2. Analysis of outstanding high recommendations
3. Risk Management Update	3. Counter Fraud Annual Report	3. Draft Statement of Accounts 2013/13	3. ICT Assurance and follow up	3. Half yearly Programme on Risk Management
4. Counter Fraud Update	4. Internal Audit Annual Report	4. Adult Social Care Update	4. External Audit Annual Governance Report on LCC's Statement of Accounts & LCC Pension Fund Accounts for 2012/13	4. Programme on Risk Management
5. Internal Audit Plan 2013/14		5. Review of Governance Framework & Development of Annual Governance Statement 2013	5. Statement of Accounts for LCC for the year ended 31 March 2013	5. Annual Audit Letter
6. Counter Fraud Annual Plan 2013/14			6. Annual Review of the system of Internal Audit including: <ul style="list-style-type: none"> • Internal Audit Charter • External & Internal Protocol 	6. Private meeting with External Audit
7. International Audit Standards – Response to management processes questions			7. Annual Governance Statement 2013	7. Financial Procedures <ul style="list-style-type: none"> • Audit & Inspection • Risk Management
8. External Audit Plan				
9. Statement of Accounts 2012/13				

Response to Audit Committee on 24th June 2013, following a question concerning the Business Continuity Management arrangements for Cross Keys Swing Bridge.

CROSS KEYS SWING BRIDGE – ASSURANCE

There are two general sources of risk to the continuation of service from the Cross Keys Swing Bridge. Both are taken into account in the Technical Services Partnership's (TSP) recently updated Business Continuity Plan (BCP), which does state that keeping the A17 open (as opposed to the river navigation) is the priority in the event of an incident.

1. Lack of availability of the regular operators (e.g. due to industrial action or endemic illness)

In this scenario, if all contingencies fail, the fall-back position is to keep the A17 open to traffic; however, if this causes delay to commercial shipping, there is a risk of consequential delay costs to shipping running into tens of thousands of pounds.

Earlier this year an industrial dispute led to strike action by the operators for a total of sixteen days over two strikes. Contingency plans allowed for the continued operation of the bridge. Having been fully tested in this scenario, these plans have been formalised in a Contingency Operating Guide containing a Method Statement, Risk Assessment, Operating Guide, list of Authorised Contingency Operators and Useful Contacts. This document is referred to in TSP's BCP and will be kept with it, as well as being held by the Authorised Contingency Operators.

The bridge was successfully operated a number of times during the industrial action and good relationships were established with the Harbour Master, the Port of Wisbech and Sutton Bridge Port.

The specialist term maintenance contract for the bridge is due for renewal. As a further action, it is proposed that as part of the tender process, potential new contractors will be required to provide prices for the supply of relief operators, which would further increase resilience in this area.

2. Failure of mechanical, hydraulic or electrical systems

Again, if all contingencies fail, the fall-back position is to keep the A17 open to traffic; in this case legal advice is that if the failure prevents the bridge from opening the cost of any delays to commercial shipping (not being wilfully instigated by the County Council) would sit with the shipping operators or the Port.

The bridge is an (almost) unique 116 year old listed structure; as such its serviceability relies on routine and non-routine maintenance and monitoring as well as a high degree of specialist historic knowledge held both by the regular operators and the term contractor. In order to capture this knowledge and in readiness for the renewal of the term maintenance contract, the standard operating and maintenance manuals are being updated. The main contingency that is in place is the 24 hour availability of the term contractor to respond to any failure, pulling on further specialist sub-contractors where necessary. The application of their knowledge should allow at least temporary fixes to be put in place to permit the A17 to be kept open, even if the river navigation is made unavailable.

A set of circumstances in November 2012 led to a mechanical incident, resulting in the bridge not being able to be opened. This provided a real test of the term contractor's ability to respond to a

real incident, which they successfully did. Although two ships were delayed as a result, there was no disruption to the A17.

A recent emergency replacement of a bridge jack needed an emergency overnight closure of the A17. This highlighted the need for a more robust emergency diversion route signing system in case of failure of the bridge, and therefore the implementation of a permanent signing scheme based on drop-down signs and symbols is being investigated.

John Monk, Consultancy Services Manager, TSP, July 2013

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