
Report To:	Audit Committee	Date:	21 October 2014
Report By:	Acting Corporate Director Environment, Regeneration and Resources	Report No:	AC/89/14/AP/APr
Contact Officer:	Andi Priestman	Contact No:	01475 712251
Subject:	Business Continuity Management – Action Plan Update		

1.0 PURPOSE

- 1.1 The purpose of this report is to inform members of progress made in relation to the implementation of the agreed action plan in relation to the review of Business Continuity Management.

2.0 SUMMARY

- 2.1 As part of the agreed action plan for the review of Business Continuity Management, officers within ICT, Civil Contingencies Service and Internal Audit have now identified and compiled a list of critical information systems and determined the acceptable level of downtime relative to each system.
- 2.2 There will be a two stage strategy to restore services as follows:-
1. In the event of an incident at an individual service level (eg a service has to relocate due to a loss of accommodation or similar) ICT will work to meet the timescales requested by the service, dependant on alternative accommodation being provided and normal ICT services being available; and
 2. In the event of a significant loss of ICT systems across all services (including loss or partial loss of the data centre), ICT will initially implement the previously agreed Disaster Recovery Arrangements to restore core services. ICT services will then begin to restore the remaining systems based on the agreed prioritised order based on the requirements of the Council as a whole.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that Members note the significant progress made by officers in relation to the implementation of the agreed action plan relating to business continuity management.

Alan Puckrin
Acting Corporate Director Environment, Regeneration and Resources

4.0 BACKGROUND

4.1 Internal Audit regularly report findings and action plans to relevant Council Officers and the Audit Committee as part of their annual audit plan.

4.2 A follow up process is in place to allow follow up of current internal audit actions to be co-ordinated and updated by Internal Audit on a monthly basis with regular reporting to CMT and the Audit Committee.

5.0 CURRENT STATUS

5.1 As part of the agreed action plan for the review of Business Continuity Management, officers within ICT, Civil Contingencies Service and Internal Audit have now identified and compiled a list of critical information systems and determined the acceptable level of downtime relative to each system.

5.2 There will be a two stage strategy to restore services as follows:-

1. In the event of an incident at an individual service level (eg a service has to relocate due to a loss of accommodation or similar) ICT will work to meet the timescales requested by the service, dependant on alternative accommodation being provided and normal ICT services being available; and
2. In the event of a significant loss of ICT systems across all services (including loss or partial loss of the data centre), ICT will initially implement the previously agreed Disaster Recovery Arrangements to restore core services. ICT services will then begin to restore the remaining systems based on the agreed prioritised order based on the requirements of the Council as a whole.

6.0 IMPLICATIONS

6.1 Finance

There are no direct financial implications arising from this report.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

6.2 Legal

There are no direct legal implications arising from this report.

6.3 Human Resources

There are no direct HR implications arising from this report.

6.4 Equalities

There are no direct equalities implications arising from this report.

6.5 Repopulation

There are no direct repopulation implications arising from this report.

7.0 CONSULTATIONS

7.1 Relevant Officers were asked to provide updates to the report as appropriate.

8.0 LIST OF BACKGROUND PAPERS

8.1 Internal Audit report on Business Continuity Management. Copies available from Andi Priestman, Chief Internal Auditor.