

Business Continuity Update

1.	SUMMARY	
	1.1	On completion of the Council's review of its Business Continuity processes, a report was brought to the Audit Committee on 21 September 2012, to advise them of the outcome of the review.
	1.2	The Audit Committee requested that a report regarding staff taking ownership of Business Continuity Planning, as referred to in paragraph 10.3.1 of the above report, be brought back to the September 2013 meeting of the Audit Committee.
2.	RECOMMENDATIONS	
	2.1	The Audit Committee note the terms of the report.
3.	DETAIL	
	3.1	The review of Business Continuity arrangements within the Council was completed in July 2012 and this resulted in 114 critical activity recovery plans (CARP's) being drawn up. Community Services – 100 (including all 78 schools), D&I – 10, Customer Services – 2 and Chief Execs Unit – 2. The list of CARP's is attached at Appendix 1.
	3.2	All the CARP's have been completed and are contained within a share point site at http://helensburghsp.argyll-bute.gov.uk/hr/civilcontingencies/default.aspx
	3.3	Each CARP has an Officer identified as the owner of that CARP and each department has a named Officer responsible for ensuring that each of the owners reviews their CARP annually and that each CARP is updated at any point during the course of the year when changes in processes impact on the terms of the CARP.
	3.3	Corporately, the Strategic Risk Group, made up of senior officers within the Council has agreed a Business Continuity action plan for 2013/14. A copy of the updated plan is attached at Appendix 2.
	3.4	To date, a programme requiring an annual review of each of the CARP's has been agreed and the progress of completing the reviews over the year will be monitored in pyramid and shown on the service scorecards. Actions 1, 2 and 3 complete.
	3.5	The information available to local businesses and voluntary organisation has been reviewed and updated and is available on the Council's website at http://www.argyll-bute.gov.uk/business-and-trade/business-continuity

		The link to the website has been distributed to local businesses through the Business Gateway Team and to voluntary organisations through Argyll Voluntary Action. Actions 4 and 5 complete.	
	3.6	The process of developing a schedule of testing of the CARP's to coincide with testing by Civil Contingencies is on-going but may be dependent on the outcome of the review currently being undertaken by the Chief Execs Unit on how the Council will deliver that service in the future. Therefore the implementation date for action 6 may require to be reviewed.	
	3.7	Once the schedule for testing of the CARP's has been finalised, all the CARP owners will be required to attend a training day which will advise them on their responsibilities in terms of the CARP and its possible implementation.	
4.	CONCLUSION		
	4.1	Real progress has been made in ensuring that departments have taken ownership of each of the CARP's and responsibility for ensuring that they are reviewed and updated annually.	
5.	IMPLICATIONS		
	5.1	Policy	None
	5.2	Financial	Inability to respond to disruptive events may cause financial loss
	5.3	Legal	Requirement of Civil Contingencies Act 2004
	5.4	HR	Training will be undertaken for CARP owners
	5.5	Equalities	None
	5.6	Risk	See 5.2. and 5.7
	5.7	Customer Service	Ability to recover services quickly will ensure impact on customers will be lessened
6.	APPENDICES		
	6.1	List of CARP's	
	6.2	Strategic Risk Group – BC Action Plan	
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